4.8.1 Transaction Processing for Add

The Transactions subsystem provides the capability to add case and item information, transfer of accountability for the Idle Property to the PDO, and for controlled NEMS screenable items to update the NEMS Data Base to reflect the transfer for all active disposal cases. Refer to Section 5.2.1 NSMS Add for information on this process, which is a batch function that provides the same results as this function.

• From the NPDMS MAIN MENU type **5** at Enter Selection to access the TRANSACTION MENU (ND5000MA).

• Press **<Enter>**.

The TRANSACTION MENU (ND5000MA) is displayed.

```
                      NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM     03/01/01
ND5000MA / ND5000PA              TRANSACTION MENU                  08:57:08
                                      TX                           MSXXX
                 Selections:

     1  Add                         8  Reversal
     2  Change                      9  Convert Case to Component
     3  Delete                     10  Convert Component to Case
     4  Receipt                    11  Enter SRD and GSA Control No
     5  Sales                       ?  In any field for Help
     6  Exchange (Trade-In)         .  Exit Transaction Process
     7  Freezes and Dispositions
        (Includes Scrap and Surveys)


     Enter Selection: __
     Prop Case No:    804101 _____            Item Id: __
     ECN:             _____             Cust Acct No: _____
     ERN:             _____   (For Reversal only)
     Trans Id:        ____         (Process Final Disposition w/o Freeze)

Navigation:  _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL                  CLEAR           EXIT
```

INPUT DATA

• Enter Selection   input value = **1**

• Prop Case No (Only used for Item add
   to an existing component system)

• Item Id (Optional)

• ECN (Controlled property only)

• Cust Acct No (Optional)

Action is performed based on the input on the TRANSACTION MENU screen (ND5000MA).

4.8.1.1 Controlled Add With GSA Reporting

With the valid entry of an Equipment Control Number (ECN), this process extracts data from NEMS. The Controlled Add with GSA reporting function allows the user to add single case data and modify extracted NEMS data.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the TRANSACTION MENU (ND5000MA), type **1** at Enter Selection, ECN and optionally the Cust Acct No to access the CONTROLLED PROPERTY ADD screen (ND4110MA).

- Press **<Enter>**. NPDMS then verifies that the entered ECN does not already have an active Case in NPDMS, that the entered ECN does exist in NEMS, extracts all of the common data from the NEMS File. If the Cust Acct No is entered, the system verifies that there is a match on the ECN and Cust Acct No. The CONTROLLED PROPERTY ADD screen (ND4110MA) displays the extracted NEMS and Center default data, and places the cursor at the first input field.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      03/01/01
ND4110MA / ND4110PA             CONTROLLED PROPERTY ADD          09:02:23
                                     A CA                         MSXXX
                                     Cust Acct No: 33001
Local Ref No: _____ Turn-In Doc No: _____
 Initiators Name: _____ Initiators Org Code: _____
Initiators Phone: ( ___ ) ___ - ____          NSN: **** _____
 Item Name: ***********************************************************
Mfg's Code: _____  Mfg's Name: _____  Mfg Year: ____
 Model No: _____     Part No: _____
Serial No: _____   MMA Code: __    CC: **    Cap Sens Code: X
  CURR QTY: *****        UNIT OF MEASURE: **    UNIT ACQ COST: *************

 Stock Status Code: 5      Contr Prop: _          Tag No: _____
Reimbursement Code: _      Grantee Prop: _    Contr/Grant No: _____
Exc/Sale: _ Unclaimed Prop: _ Date Found: __ __ ____   Fair Mkt: _____
_____
Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y
Item Desc: _____ More: _
                                                     RETAIN (Y/N): N
Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
       HELP  LOPF  PREV        CNCL                CLEAR              EXIT
```

EXTRACTED FROM NEMS

- Cust Acct No

- ECN

- Initiators Org Code

- Std

- NSN

- Item Name

- Mfg's Code

- Mfg's Name

- Mfg Year

- Model No

- Part No

- Serial No

- Cap Sens Code

- Unit Acq Cost

- Tag No

INPUT DATA

- Local Ref No

- Turn-in Doc No   input value = your document number

- Initiators Name

- Initiators Org Code

- Initiators Phone

- NSN

- Item Name

- Mfg's Code   input values = valid code, **ZZZZZ** or **XXXXX**. If using Z or X see corresponding entry for Mfg's Name.

- Mfg's Name   input values = name with matching Mfg's Code, **UNKNOWN** with **ZZZZZZ** Mfg's Code, or **MFG CODE NOT ASSIGNED** with **XXXXX** Mfg's Code

- Mfg Year

- Model No

- Part No

- Serial No

- MMA Code

- CC

- Cap Sens Code   input values = **N**, **X**, **Q**, **M** or **P**

- Unit Acq Cost

- Stock Status Code   input values = **1** for Store Stock, **2** for Program Stock, **3** for Stand-By-Stock, **4** for Capitalized Equipment, **5** for all other property

- Contr Prop   input value = **Y** or **blank**

- Tag No

- Reimbursement Code

- Grantee Prop   input value = **Y** or **blank**

- Contr/Grant No

- Exc/Sale   input value = **Y** or **blank**

- Unclaimed Prop   input value = **Y** or **blank**

- Date Found   input format = **MM/DD/YYYY**

- Fair Mkt

- Haz Mat Code

- Haz Mat Ind

- Precious Metals Code

- Print Pickup Doc   input value = **Y** or **N**

- Item Desc

- More   input value = **Y** or **blank**

- Retain   input value = **Y** or **N**

- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

If a 'Y' is entered in the More field, the NPDMS displays a pop-up window (ND4110MN) allowing the user to enter Additional Item Description Data.

If a 'Y' is entered in the Retain Field, certain data elements on the screen are saved and are displayed for the processing of the next case.

The first line of the description contains the line of data from the previous screen and allows for modification.

```
ND4110MN                     ITEM DESCRIPTION

PROP      TEST_____   1
DESC      _____    2
          _____    3
          _____    4
          _____    5
          _____    6


TECH      _____
HEADERS   _____
          _____
          _____


TECH      _____   1
DESC      _____   2
          _____   3
          _____   4
          _____   5
          _____   6

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF              CNCL        PGUP  PGDN        INSRT
```
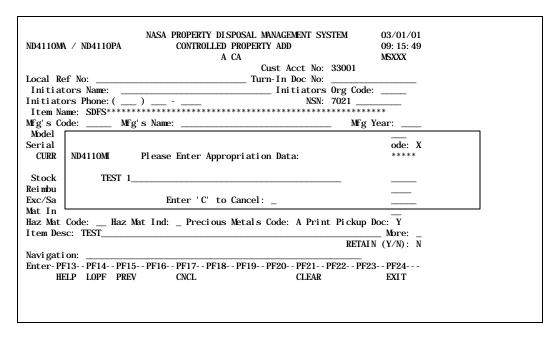
INPUT DATA

- Prop Desc

- Tech Headers

- Tech Desc

NOTE: The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

- Press **<Enter>**. NPDMS displays the ADD SCREEN 2 (ND4110MB), pop-up window for Y2K status, or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you press **PF17** to Cancel, NPDMS displays the CONTROLLED PROPERTY ADD (ND4110MA).

If FSG code equals 65 (medical) or 70 (ADP), NPDMS then prompts for Y2K status and Certifier's new pop-up name.

If Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      03/01/01
ND4110MA / ND4110PA            CONTROLLED PROPERTY ADD            09:15:49
                                   A  CA                          MSXXX
                               Cust Acct No: 33001
Local Ref No: _____ Turn-In Doc No: _____
 Initiators Name: _____ Initiators Org Code: _____
Initiators Phone: ( ___ ) ___ - ____                 NSN: 7021 _____
 Item Name: SDFS*****************************************************
Mfg's Code: _____   Mfg's Name: _____   Mfg Year: ____
  Model   ┌──────────────────────────────────────────────┐   ___
  Serial  │                                               │   ode: X
   CURR   │ ND4110MI     Please Enter Appropriation Data:  │   *****
          │                                               │
  Stock   │    TEST 1_____│   _____
  Reimbu  │                                               │   ____
  Exc/Sa  │            Enter 'C' to Cancel: _             │   _____
  Mat In  └──────────────────────────────────────────────┘   __
Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y
Item Desc: TEST_____ More: _
                                                      RETAIN (Y/N): N
Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
        HELP  LOPF  PREV        CNCL                    CLEAR         EXIT
```

INPUT DATA

- Appropriation Data

- Enter 'C' to Cancel   input value = **C** or **blank**

- Press <ENTER>. NPDMS then displays the Y2K Status pop-up window. If you enter C to cancel, NPDMS will display the CONTROLLED PROPERTY ADD (ND4110MA).

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      MM/DD/YY
 ND4110MA / ND4110PA               CONTROLLED PROPERTY ADD          HH:MM:SS
                                       A CA                           XXXXX
                                          Cust Acct No: 02022 ECN: G000101
Local Ref No: _____ Turn-In Doc No: _____
 Initiators Name: _____ Initiators Org Code: EP83_
Initiators Phone:( ___ ) ___ - ____         STD: (   )  NSN: 7021 _____
 Item N                    Y2K STATUS                     *********
Mfg's C                                                    Mfg Year: 2001
 Model      Status Code:  y  'Y' = Y2K Compliant          _____
Serial                       'N' = Not Y2K Compliant      Cap Sens Code: X
  CURR                       'U' = Unknown Status          : 1522.00******

 Stock      Certifier's                                    : _____
Reimbur     Name: _____          : _____
Exc/Sal                                                    : _____

Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y
Item Desc: _____ More: _
                                                       RETAIN (Y/N): N
Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                  CLEAR              EXIT
```

INPUT DATA

- Status Code   Input value = Y, N, or U

- Certifier's Name

- Press **<Enter>**. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter **C** to Cancel, NPDMS displays the CONTROLLED PROPERTY ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM        03/01/01
ND4110MB / ND4110PA                ADD SCREEN 2                     09:17:28
                                      A CA                          MSXXX

     Install Name: MARSHALL SPACE FLIGHT CENTER************
   Contact Person: XXXX XXXXXXXX****************  Phone:( 205 ) XXX - XXXX
          Address: BLDG XXXX*********************  Bldg: 8025****** Room: _____
Property              _____  Fax:( 205 ) XXX - XXXX
Location      City: HUNTSVILLE**********           State: AL Zip: XXXXX ____
           Country: _____
Report To: GSA Region: 04  or  DRMO DODAAC: _____   Print Doc (Y/N): N
Warehouse Loc: _____      Warehoused Date: __ __ ____
DML Code: _     Foreign Prop: _    Reclam Code: _    CC: A1     Artifact: _
           DAYS                           Begin Dates    End Dates
           21_      Installation Screening: 03 01 2001    03 22 2001
Screening  21_         NASA-Wide Screening: 03 01 2001    03 22 2001
Timeframes 0__     Other Federal Screening: 03 23 2001    03 23 2001
           21_          Donation Screening: 03 24 2001    04 14 2001
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)
ADDITIONAL COMPONENT ITEMS (Y/N): N   ECN: _____   CUST ACCT NO: _____
Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
           HELP  LOPF  PREV       CNCL                   CLEAR         EXIT
```

INPUT DATA

- Install Name   input value = your center name

- Contact Person

- Phone

- Address (line 1)

- Bldg

- Room

- Address (line 2)

- Fax

- City

- State

- Zip

- Country

- Report to

    — GSA Region   input value = reporting GSA Region

    — DRMO DODAAC   input value = **blank**

- Print Doc   input value = **Y** or **N**

- Warehouse Loc

- Warehoused Date   input format = **MM/DD/YYYY**

- DML Code

- Foreign Prop   input value = **Y** or **blank**

- Reclam Code   input values = **Y**, **R**, or **N**

- CC

- Artifact   input value = **Y** or **blank**

If the default values at <u>Screening Timeframes</u> Days require modification at the time of the initial Add, input the following:

- Screening Timeframes:

- Days

- Installation Screening

  — Begin Dates   input format = **MM/DD/YYYY**

  — End Dates   input format = **MM/DD/YYYY**

- Days

- NASA-Wide Screening

  — Begin Dates   input format = **MM/DD/YYYY**

  — End Dates   input format = **MM/DD/YYYY**

- Days

- Other Federal Screening

  — Begin Dates   input format = **MM/DD/YYYY**

  — End Dates   input format = **MM/DD/YYYY**

- Days

- Donation Screening

  — Begin Dates   input format = **MM/DD/YYYY**

  — End Dates   input format = **MM/DD/YYYY**

- Method

    — Install   input values = **C**, **F**, **L**, or **N**

    — NASA-Wide   input values = **C, F, L** or **N**

- Additional Component Items   input values = **N**

- ECN   input value = next case to be added, if any

- Cust Acct No   input value = next case to be added, if any

- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

If the GSA Region is changed on Add Screen 2 and the Property is located in Maryland or Virginia, NPDMS displays the following pop-up window (ND4110MK):

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM        03/01/01
ND4110MB / ND4110PA               ADD SCREEN 2                      10:16:12
                                     A CA                           MSXXX

     Install Name: MARSHALL SPACE FLIGHT CENTER************
   Contact Person: XXXX XXXXXXXX****************  Phone:( 205 ) XXX - XXXX
          Address: BLDG XXXX*******************  Bldg: 8025****** Room: _____
Property                       _____  Fax:( 205 ) XXX - XXXX
Location      City: HUNTSVILLE**********          State: AL Zip: XXXXX ____
*************************************************************************
          ND4110MK

  If the property is located in the following areas:

     Maryland - Prince Georges and Montgomery Counties only
     Virginia - Prince William, Loudon, Fairfax, and
                Arlington Counties, and City of Alexandria

  The GSA Region should be 'W.          GSA Region: **

                    Enter 'C' To Cancel: _
*************************************************************************
Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR        EXIT
```

INPUT DATA

- GSA Region

- Enter 'C' to Cancel   input value = **C** or **blank**

NOTE: The previously entered GSA Region is displayed on the screen. The user may change the GSA Region to **W** by typing over the displayed GSA Region value. If the user enters **C** to cancel, the GSA Region value remains the same.

- Press **<Enter>**. NPDMS then displays the GSA REPORTING DATA screen (ND4110MC). If you enter **C** to Cancel, NPDMS displays the ADD SCREEN 2 (ND4110MB).

Appropriate data fields are populated and displayed by the system.

Press <Enter>. If the Contact Person is changed, NPDMS displays the following pop-up window:

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM        05/16/02
ND4110MB / ND4110PA              ADD SCREEN 2                       12:24:17
                                    A CA                            MSKKF

      Install Name: MARSHALL SPACE FLIGHT CENTER************
    Contact Person: kerrie farbman***************  Phone:( 205 ) 544 - 8394
          Address: BLDG 4201*******************  Bldg: 8025****** Room: _____
Property          _____  Fax:( 205 ) 544 - 1836
Location    City: HUNTSFILLE**********           State: AL Zip: 35812 ____
         Country: _____
Rep +----------------------------------------------------------------+
War !                                                                !
DML !  PODI E-MAIL ADDRESS:                                          ! t: _
    !                                                                !
    !   NEAL.CANTRELL@MSFC.NASA.GOV                                  ! 2
Scr !                                                                ! 2
Tim +----------------------------------------------------------------+ 2
              21_         Donation Screening:  06 08 2002      06 29 2002
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)
ADDITIONAL COMPONENT ITEMS (Y/N): N    ECN: _____    CUST ACCT NO: _____
Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV       CNCL              CLEAR              EXIT
```

INPUT DATA

• PODI E-Mail Address

• Press <Enter>. NPDMS then displays the GSA REPORTING DATA screen (ND4110MC). If you enter C to Cancel, NPDMS displays the ADD SCREEN 2 (ND4110MB).

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM        03/01/01
ND4110MC / ND4110PA              GSA REPORTING DATA                 09:40:50
                                    A CA                            MSXXX
Prop Case No:
Local Ref No:                            Turn-In Doc No:
Appropriation Data: TEST 1_____
Reimbursement Code: B  Exc/Sale: _  Unclaimed Prop:    Fair Mkt: _____
Reporting NASA Installation Name: MARSHALL SPACE FLIGHT CENTER************
Contact Person: XXXXXXXXXXXXXXX***************  Phone: ( XXX5 ) XXX - XXXX
Address: MARSHALL SPACE FLIGHT CENTER**         Fax: ( XXX ) XXX - XXXX
         MAIL CODE XXXX_____
   City: MSFC****************      State: AL      Zip: XXXXX ____

This Property is scheduled to be reported on  03 23 2001  to GSA Region: 04
 GENERAL SERVICES ADMINISTRATION           ATLANTA                 GA




Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV       CNCL              CLEAR              EXIT
```

INPUT DATA

- Appropriation Data

- Reimbursement Code

- Exc/Sale   input value = **Y** or **blank**

- Fair Mkt

- Reporting NASA Installation Name   input value = your center name

- Contact Person

- Phone

- Address (line 1)

- Fax

- Address (line 2)

- City

- State

- Zip

- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks. When Contact Person has been changed, he following pop-up window is displayed:

```
                NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM        05/16/02
ND4110MB / ND4110PA              ADD SCREEN 2                   12:24:17
                                   A CA                         MSKKF

    Install Name: MARSHALL SPACE FLIGHT CENTER************
  Contact Person: kerrie farbman***************  Phone:( 205 ) 544 - 8394
        Address: BLDG 4201****************** Bldg: 8025****** Room: _____
Property                       _____    Fax:( 205 ) 544 - 1836
Location     City: HUNTSFILLE**********      State: AL Zip: 35812 ____
       Country: _____
Rep +--------------------------------------------------------------+
War !                                                              !
DML !  PODI E-MAIL ADDRESS:                                    ! t: _
    !                                                              !
    !  NEAL.CANTRELL@MSFC.NASA.GOV                             ! 2
Scr !                                                          ! 2
Tim +--------------------------------------------------------------+ 2
            21_        Donation Screening:  06 08 2002     06 29 2002
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)
ADDITIONAL COMPONENT ITEMS (Y/N): N    ECN: _____    CUST ACCT NO: _____
Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
         HELP  LOPF  PREV      CNCL                CLEAR          EXIT
```

INPUT DATA

- PODI E-Mail Address

- Press <**Enter**>. NPDMS then displays the GSA REPORTING DATA screen (ND4110MC). If you enter C to Cancel, NPDMS displays the ADD SCREEN 2 (ND4110MB). When all edit checks have been passed, if IFM is turned on, then a pop-up window for IFM data is displayed.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/25/99
ND4110MC / ND4110PA             GSA REPORTING DATA                 14:48:18
                                     A CA                          MSXXX

Local Ref No:
Appropriation Data      ┌─────────────────────────────────────────────────┐
Reimbursement Code      │ EQUIP ECN  F000041                     _____    │
Reporting NASA Ins      │ DISPOSAL CASE NMBR                   t: _____│
Contact Person: JO      │                                     ************* │
Address: MARSHALL       │ ORG COST ACCT CODE   oca_            ) 544 - 4788 │
         MAIL CODE      │ PROG COST ACCT CODE   pca_           ) 544 - 1151 │
    City: MSFC*****     │                                                   │
                        │ PREVIOUS ORG COST ACCT CODE            ____       │
                        │ PREVIOUS PROG COST ACCT CODE                      │
This Property is s      │ _____   SA Region: 04 ___ │
 GENERAL SERVICES       │                                           GA      │
                        │         PRESS ENTER TO CONTINUE                   │
                        │            OR 'C' TO CANCEL _                      │
                        └─────────────────────────────────────────────────┘


Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
       HELP  LOPF  PREV       CNCL                  CLEAR           EXIT
```

INPUT DATA

- Org Cost Acct Code

- Prog Cost Acct Code

- Enter 'C' to Cancel   input value = **C** or **blank**

- Press **<Enter>**. See previous page blocked data. NPDMS displays the Transaction Menu (ND5000MA) Screen with the message 'Case Added.'

The following occurs: The NPDMS Case File is updated. An unique Property Case Number is generated. An E01 Add Transaction is generated. A X90 or I90 (if an inventory discrepancy is found) Transaction is generated to identify NEMS Equipment data. A NP/NEMS Interface ERN is generated. If warehouse location data (Warehouse Loc and Warehoused Date) are entered, a T02 Receipt Transaction is generated.

4.8.1.2 Non-Controlled Add With GSA Reporting

This process allows the user to enter Non-Controlled Add With GSA Reporting data. Refer to Section 5.2.1 NSMS Add for information on this process, which is a batch function that provides the same results as this function.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

From the Transaction Menu (ND5000MA), type **1** at Enter Selection to access the NON-CONTROLLED PROPERTY ADD screen (ND4110MA).

Appropriate data fields are populated and displayed by the system.

Press <Enter>. If the Contact Person is changed, NPDMS displays the following pop-up window:

```
              NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      05/16/02
  ND4110MB / ND4110PA              ADD SCREEN 2             12:24:17
                                   A CA                     MSKKF


      Install Name: MARSHALL SPACE FLIGHT CENTER************
    Contact Person: kerrie farbman****************  Phone:( 205 ) 544 - 8394
           Address: BLDG 4201*******************  Bldg: 8025****** Room _____
  Property          _____   Fax:( 205 ) 544 - 1836
  Location    City: HUNTSFILLE**********       State: AL Zip: 35812 ____
           Country: _____
  Rep +-----------------------------------------------------------+
  War !                                                           !
  DML !  PODI E-MAIL ADDRESS:                                     ! t: _
      !                                                           !
      !  NEAL.CANTRELL@MSFC.NASA.GOV                              ! 2
  Scr !                                                           ! 2
  Tim +-----------------------------------------------------------+ 2
            21_      Donation Screening:  06 08 2002     06 29 2002
  Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)
  ADDITIONAL COMPONENT ITEMS (Y/N): N    ECN: _____    CUST ACCT NO: _____
  Navigation: _____
  Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
       HELP  LOPF  PREV        CNCL                CLEAR           EXIT
```

INPUT DATA

- PODI E-Mail Address

- Press <Enter>. NPDMS then displays the GSA REPORTING DATA screen (ND4110MC). If you enter C to Cancel, NPDMS displays the ADD SCREEN 2 (ND4110MB).

- Local Ref No

- Turn-In Doc No   input format = your document number

- Initiators Name

- Initiators Org Code

- Initiators Phone

- NSN

- Item Name

- Mfg's Code   input values = blank, valid code, **ZZZZZ**
  or if using Z or X see corresponding entry forMfg's Name.

- Mfg's Name   input values = blank, name with
  matching Mfg's Code, **UNKNOWN** with
  ZZZZZZ Mfg's Code, or **MFG CODE**
  NOT ASSIGNED with **XXXXX** Mfg's Code

- Mfg Year

- Model No

- Part No

- Serial No

- MMA Code

- CC

- Cap Sens Code   input values = **N**, **X**, **Q**, **M** or **P**

- Qty

- Unit of Measure

- Unit Acq Cost

- Stock Status Code   input values = **1** for Store Stock,
  2 for Program Stock, **3** for
  Stand-By-Stock, **4** for Capitalized Equipment, **5** for all
  other property

- Contr Prop   input value = **Y** or **blank**

- Tag No

- Reimbursement Code

- Grantee Prop   input value = **Y** or **blank**

- Contr/Grant No

- Exc/Sale   input value = **Y** or **blank**

- Unclaimed Prop   input value = **Y** or **blank**

- Date Found   input format = **MM/DD/YYYY**

- Fair Mkt

- Mat Inv   input value = **Y** or **blank**

- Shelf Life Type

- Exp Date

- Ext Date

- Haz Mat Code

- Haz Mat Ind

- Precious Metals Code

- Print Pickup Doc   input value = **Y** or **N**

- Item Desc

- More   input value = **Y** or **blank**

- Retain   input value = **Y** or **N**

- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages
  with the cursor placed at the first field in error. After the corrected data has been entered,
  press **<Enter>**. The system continues to validate each data field until all data passes the
  edit checks.

If a **Y** is entered in the More field, the NPDMS displays a pop-up window (ND4110MN) allowing the user to enter Additional Item Description Data.

If a **Y** is entered in the Retain field, certain data elements on the screen are saved and are displayed for the processing of the next case.

The first line of the description contains the line of data from the previous screen and allows for modification.

```
ND4110MN                    ITEM DESCRIPTION

PROP        ITEM 1_____   1
DESC               _____   2
                   _____   3
                   _____   4
                   _____   5
                   _____   6


TECH               _____
HEADERS            _____
                   _____
                   _____
                   _____


TECH               _____   1
DESC               _____   2
                   _____   3
                   _____   4
                   _____   5
                   _____   6

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF              CNCL        PGUP  PGDN        INSRT
```

INPUT DATA

- Prop Desc

- Tech Headers

- Tech Desc

NOTE: The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

- Press **<Enter>**. NPDMS displays the ADD SCREEN 2 (ND4110MB), pop-up window for Y2K status, or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you press **PF17** to Cancel, NPDMS displays the NON-CONTROLLED PROPERTY ADD (ND4110MA).

- Appropriate data fields are populated and displayed by the system.

- If FSG code equals 65 (medical) or 70 (ADP), NPDMS then prompts for Y2K status and Certifier's Name.

- IF Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MA / ND4110PA          NON-CONTROLLED PROPERTY ADD           09:59:41
                                   A CA                            MSXXX
                                       Cust Acct No: 33001
Local Ref No: _____  Turn-In Doc No: _____
 Initiators Name: _____ Initiators Org Code: _____
Initiators Phone: ( ___ ) ___ - ___                    NSN: 7021 _____
 Item Name: TEST******************************************************
Mfg's Code: _____  Mfg's Name: _____  Mfg Year: ____
   Model                                                              __
Serial                                                            ode: X
   CURR  | ND4110MI     Please Enter Appropriation Data:     |     *****
         |                                                   |
   Stock |   _____     |     _____
Reimbu   |                                                   |     ___
Exc/Sa   |             Enter 'C' to Cancel: _                |     _____
Mat In   |_____|     __
Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y
Item Desc: ITEM 1_____ More: _
                                                       RETAIN (Y/N): N
Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
           HELP  LOPF  PREV        CNCL                      CLEAR        EXIT
```

INPUT DATA

- Appropriation Data

- Enter 'C' to Cancel   input value = **C** or **blank**

- Press <**ENTER**>. NPDMS then displays the Y2K Status pop-up window. If you enter C to cancel, NPDMS will display the NON-CONTROLLED PROPERTY ADD (ND4110MA).

```
NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM        MM/DD/YY
ND4110MA / ND4110PA            NON-CONTROLLED PROPERTY ADD            HH:MM:SS
                                        A CA                         XXXXX
                                        Cust Acct No: 33001
 Local Ref No: _____ Turn-In Doc No: _____
  Initiators Name: _____ Initiators Org Code: _____
 Initiators Phone: ( ___ ) ___ - ____                NSN: 7021 _____
  Item N               Y2K STATUS                    *********
 Mfg's C                                              Mfg Year: 2001
  Model      Status Code:  *  'Y' = Y2K Compliant    _____
  Serial                      'N' = Not Y2K Compliant  Cap Sens Code: X
   CURR                       'U' = Unknown Status    : 125**********

  Stock     Certifier's                              : _____
 Reimbur    Name: _____       : _____
 Exc/Sal                                              : _____
 Mat Inv                                              : __ __ ____
 Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y
 Item Desc: _____ More: _
                                                     RETAIN (Y/N): N
 Navigation: _____
 Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
         HELP  LOPF  PREV         CNCL                CLEAR              EXIT
```

INPUT DATA

- Status Code   Input value = Y, N, or U

- Certifier's Name

- Press **<Enter>**. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter **C** to Cancel, NPDMS displays the NON-CONTROLLED PROPERTY ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM        03/01/01
ND4110MB / ND4110PA                 ADD SCREEN 2                    10:16:12
                                      A CA                          MSXXX

    Install Name: MARSHALL SPACE FLIGHT CENTER*************
  Contact Person: XXXXXXXXXXXX****************  Phone:( XXX ) XXX - XXXX
         Address: BLDG XXXX*****************  Bldg: XXXX****** Room: _____
Property                 _____   Fax:( XXX ) XXX - XXXX
Location     City: HUNTSVILLE**********      State: AL Zip: XXXXX ____
         Country: _____
Report To: GSA Region: 04  or  DRMO DODAAC: _____   Print Doc (Y/N): N
Warehouse Loc: _____       Warehoused Date: __ __ ____
DML Code: _     Foreign Prop: _    Reclam Code: _    CC: A1     Artifact: _
           DAYS                        Begin Dates     End Dates
           21_      Installation Screening: 03 01 2001    03 22 2001
Screening  21_        NASA-Wide Screening: 03 01 2001    03 22 2001
Timeframes 0__     Other Federal Screening: 03 23 2001    03 23 2001
           21_         Donation Screening: 03 24 2001    04 14 2001
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)
ADDITIONAL COMPONENT ITEMS (Y/N): N    ECN: _____    CUST ACCT NO: _____
Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
        HELP  LOPF  PREV        CNCL                        CLEAR        EXIT
```

INPUT DATA

- Install Name   input value = your center name

- Contact Person

- Phone

- Address (line 1)

- Bldg

- Room

- Address (line 2)

- Fax

- City

- State

- Zip

- Country

- Report to

    — GSA Region   reporting GSA Region

    — DRMO DODAAC   input value = **blank**

- Print Doc   input value = **Y** or **N**

- Warehouse Loc

- Warehoused Date   input format = **MM/DD/YYYY**

- DML Code

- Foreign Prop   input value = **Y** or **blank**

- Reclaim Code   input values = **Y**, **R**, or **N**

- CC

- Artifact   input value = **Y** or **blank**

If the default values at <u>Screening Timeframes</u> Days require modification at the time of the initial Add, input the following:

- Screening Timeframes

- Days

- Installation Screening

  —   Begin Dates   input format = **MM/DD/YYYY**

  —   End Dates   input format = **MM/DD/YYYY**

- Days

- NASA-Wide Screening

  —   Begin Dates   input format = **MM/DD/YYYY**

  —   End Dates   input format = **MM/DD/YYYY**

- Days

- Other Federal Screening

  —   Begin Dates   input format = **MM/DD/YYYY**

  —   End Dates   input format = **MM/DD/YYYY**

- Days

- Donation Screening

  —   Begin Dates   input format = **MM/DD/YYYY**

  —   End Dates   input format = **MM/DD/YYYY**

- Method

    — Install   input values = **C**, **F**, **L**, or **N**

    — NASA-Wide   input values = **C, F, L** or **N**

- Additional Component Items   input values = **N**

- ECN   next case to be added, if any

- Cust Acct No   next case to be added, if any

- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages
  with the cursor placed at the first field in error. After the corrected data has been entered,
  press **<Enter>**. The system continues to validate each data field until all data passes the
  edit checks.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g.,
ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one
million dollars). The system uses the category of the data to extract default total screening from
the Screening Days Table. The total screening timeframe is the period from the earliest begin date
to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin
Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the
system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates.
For example, the system recognizes zero days screening when the begin date is equal to the end
date and the system recognizes one screening day when the begin date is July 25, 1994, and the
end date is July 26, 1994.

If the GSA Region is changed on Add Screen 2 and the Property is located in Maryland or Virginia,
NPDMS displays the following pop-up window (ND4110MK):

```
                      NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MB / ND4110PA              ADD SCREEN 2                        10:16:12
                                    A CA                             MSXXX

    Install Name: MARSHALL SPACE FLIGHT CENTER************
  Contact Person: XXXXXXXXXXXXX*************** Phone:( XXX ) XXX - XXXX
         Address: BLDG XXXX*****************   Bldg: XXXX****** Room: _____
Property                     _____  Fax:( XXX ) XXX - XXXX
Location    City: HUNTSVILLE**********      State: AL Zip: XXXXX ____
**************************************************************************
          ND4110MK

  If the property is located in the following areas:

     Maryland - Prince Georges and Montgomery Counties only
     Virginia - Prince William, Loudon, Fairfax, and
                Arlington Counties, and City of Alexandria

  The GSA Region should be 'W.         GSA Region: **

                  Enter 'C' To Cancel: _
**************************************************************************
Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
     HELP  LOPF  PREV        CNCL                  CLEAR             EXIT
```

INPUT DATA

- GSA Region

- Enter 'C' to Cancel   input value = **C** or **blank**

NOTE: The previously entered GSA Region is displayed on the screen. The user may change the GSA Region to **W** by typing over the displayed GSA Region value. If the user enters **C** to cancel, the GSA Region value remains the same.

- Press **<Enter>**. NPDMS then displays the GSA REPORTING DATA screen (ND4110MC). If you enter **C** to Cancel, NPDMS displays the ADD SCREEN 2 (ND4110MB).

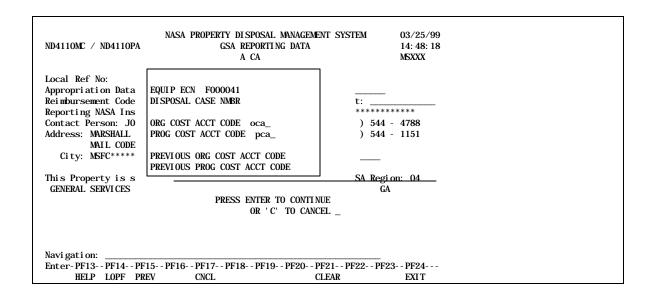Appropriate data fields are populated and displayed by the system.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MC / ND4110PA              GSA REPORTING DATA                10:28:32
                                     A CA                          MSXXX

Local Ref No:                        Turn-In Doc No:
Appropriation Data: _____
Reimbursement Code: A  Exc/Sale: _  Unclaimed Prop:    Fair Mkt: _____
Reporting NASA Installation Name: MARSHALL SPACE FLIGHT CENTER************
Contact Person: XXXXXXXXXXXXXX***************     Phone: ( XXX ) XXX - XXXX
Address: MARSHALL SPACE FLIGHT CENTER**           Fax:   ( XXX ) XXX - XXXX
         MAIL CODE XXXX_____
   City: MSFC****************      State: AL      Zip: XXXXX ____

This Property is scheduled to be reported on  03 23 2001  to GSA Region: 04
 GENERAL SERVICES ADMINISTRATION           ATLANTA              GA




Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
         HELP  LOPF  PREV        CNCL                      CLEAR        EXIT
```

INPUT DATA

- Appropriation Data

- Reimbursement Code

- Exc/Sale   input value = **Y** or **blank**

- Fair Mkt

- Reporting NASA Installation Name   input value = your center name

- Contact Person

- Phone

- Address (line 1)

- Fax

- Address (line 2)

- City

- State

- Zip

- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages
  with the cursor placed at the first field in error. After the corrected data has been entered,
  press **<Enter>**. The system continues to validate each data field until all data passes the

edit checks. When Contact Person has been changed, he following pop-up window is displayed:

```
                   NASA  PROPERTY  DISPOSAL  MANAGEMENT  SYSTEM        05/16/02
ND4110MC / ND4110PA              GSA  REPORTING  DATA               12:24:53
                                      A  CA                           MSKKF

Local Ref No:                          Turn-In Doc No:
Appropriation Data: _____
Reimbursement Code: 2  Exc/Sale: _  Unclaimed Prop:    Fair Mkt: _____
Reporting NASA Installation Name: MARSHALL SPACE FLIGHT CENTER************
Contact Person: kerrie farbman****************   Phone: ( 205 ) 544 - 4788
Address: MARSHALL SPACE FLIGHT CENTER**           Fax: ( 205 ) 544 - 1151
    +--------------------------------------------------------------+
    !                                                              !
    !  POC  E-MAIL  ADDRESS:                                       !
Thi !                                                              ! 4
 GE !   KERRIE. FARBMAN@MSFC. NASA. GOV                            !
    !                                                              !
    +--------------------------------------------------------------+



Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
     HELP  LOPF  PREV        CNCL                    CLEAR        EXIT
```

INPUT DATA

● POC E-Mail Address

● Press <Enter. When all edit checks have been passed, if IFM is turned on, then a pop-up window for IFM data is displayed. When all edit checks have been passed, if IFM is turned on, then a pop-up window for IFM data is displayed.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM        03/25/99
 ND4110MC / ND4110PA             GSA REPORTING DATA                 14:48:18
                                      A CA                          MSXXX

 Local Ref No:
 Appropriation Data    ┌─────────────────────────────────┐
 Reimbursement Code    │ EQUIP ECN  F000041              │      _____
 Reporting NASA Ins    │ DISPOSAL CASE NMBR              │      t: _____
 Contact Person: JO    │                                 │      ************
 Address: MARSHALL     │ ORG COST ACCT CODE   oca_       │      ) 544 - 4788
          MAIL CODE    │ PROG COST ACCT CODE  pca_       │      ) 544 - 1151
     City: MSFC*****   │                                 │
                       │ PREVIOUS ORG COST ACCT CODE     │      ____
 This Property is s    │ PREVIOUS PROG COST ACCT CODE    │
  GENERAL SERVICES     └─────────────────────────────────┘      SA Region: 04
                                                                 GA
                                PRESS ENTER TO CONTINUE
                                   OR 'C' TO CANCEL _


 Navigation: _____
 Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
        HELP  LOPF  PREV        CNCL                  CLEAR             EXIT
```

INPUT DATA

- Org Cost Acct Code

- Prog Cost Acct Code

- Enter 'C' to Cancel   input value = **C** or **blank**

- Press **<Enter>**. See previous page blocked data. NPDMS displays the Transaction Menu (ND5000MA) Screen with the message 'Case Added.'

- The following occurs: The NPDMS Case File is updated. An unique Property Case Number is generated. An E01 Add Transaction is generated. If warehouse location data (Warehouse Loc and Warehoused Date) are entered, a T02 Receipt Transaction is generated.

- NPDMS then displays the message *'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)'* and returns to the Transaction Menu (ND5000MA).

4.8.1.3 Controlled Component System Item Add with GSA Reporting

With the valid entry of an ECN, this process extracts data from NEMS. The Component System Item Controlled Add with GSA reporting function allows the user to add item data and modify extracted NEMS data.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

NOTE: If the property is Automated Data Processing Equipment (ADPE) Reportable, it must be added as the first component system item record.

• From the Transaction Menu (ND5000MA), type **1** at Enter Selection, ECN and optionally the Cust Acct No to access the CONTROLLED PROPERTY ADD screen (ND4110MA).

• Press **<Enter>**. NPDMS then verifies that the entered ECN does not already have an active Case in NPDMS, that the entered ECN does exist in NEMS, extracts all of the common data from the NEMS File. If the Cust Acct No is entered, the system verifies that there is a match on the ECN and Cust Acct No. The CONTROLLED PROPERTY ADD screen (ND4110MA) displays the extracted NEMS and Center default data, and places the cursor at the first input field.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM        03/01/01
ND4110MA / ND4110PA       COMPONENT SYSTEM CONTROLLED ITEM ADD      10:48:18
                                      A I                           MSXXX
Prop Case No: 804101 5335C242      ITEM ID: 03 Cust Acct No: 33001
Local Ref No: _____ Turn-In Doc No: _____
 Initiators Name: _____ Initiators Org Code: _____
Initiators Phone: ( ___ ) ___ - ___                NSN: **** _____
 Item Name: ********************************************************
Mfg's Code: _____  Mfg's Name: _____  Mfg Year: ____
 Model No: _____     Part No: _____
Serial No: _____   MMA Code: __     CC: **    Cap Sens Code: X
     QTY: *****        UNIT OF MEASURE: **        ACQ COST: *************

 Stock Status Code: 5       Contr Prop: _           Tag No: _____
Reimbursement Code: _     Grantee Prop: _    Contr/Grant No: _____
Exc/Sale: _ Unclaimed Prop: _ Date Found: __ __ ____   Fair Mkt: _____
Mat Inv: _ SHELF LIFE TYPE: 0  EXP DATE: __ __ ____   EXT DATE: __ __ ____
Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y
Item Desc: _____  More: _
                                                     RETAIN (Y/N): N
Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
     HELP  LOPF  PREV        CNCL                  CLEAR            EXIT
```

EXTRACTED FROM NEMS

• ECN

• Initiators Org Code

• Std

• NSN

• Item Name

• Mfg's Code

• Mfg's Name

• Mfg Year

• Model No

• Part No

- Serial No

- Cap Sens Code

- Unit Acq Cost

- Tag No

INPUT DATA

- Local Ref No

- Turn-in Doc No   input value = your document number

- Initiators Name

- Initiators Org Code

- Initiators Phone

- NSN

- Item Name

- Mfg's Code   input values = valid code, **ZZZZZ** or
                                         XXXXX. If using Z or X see corresponding entry
                                         for Mfg's Name.

- Mfg's Name   input values = name with matching
                                         Mfg's Code, **UNKNOWN** with **ZZZZZZ** Mfg's Code,
                                         or **MFG CODE NOT ASSIGNED** with **XXXXX**
                                         Mfg's Code

- Mfg Year

- Model No

- Part No

- Serial No

- MMA Code

- CC

- Unit Acq Cost

- Stock Status Code   input values = **1** for Store Stock, **2** for Program
                                         Stock, **3** for Stand-By-Stock, **4** for Capitalized
                                         Equipment, **5** for all other property

- Contr Prop   input value = **Y** or **blank**

- Tag No

- Reimbursement Code

- Grantee Prop   input value = **Y** or **blank**

- Contr/Grant No

- Exc/Sale   input value = **Y** or **blank**

- Unclaimed Prop   input value = **Y** or **blank**

- Date Found   input format = **MM/DD/YYYY**

- Fair Mkt

- Haz Mat Code

- Haz Mat Ind

- Precious Metals Code

- Print Pickup Doc   input value = **Y** or **N**

- Item Desc

- More   input value = **Y** or **blank**

- Retain   input value = **Y** or **N**

- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press <Enter>. The system continues to validate each data field until all data passes the edit checks.

- If a 'Y' is entered in the More field, the NPDMS displays a pop-up window (ND4110MN) allowing the user to enter Additional Item Description Data.

- If a '**Y**' is entered in the retain field, certain data elements on the screen are saved and are displayed for the processing of the next case

The first line of the description contains the line of data from the previous screen and allows for modification.

```
ND4110MN                    ITEM DESCRIPTION

 PROP      ITEM 1_____    1
 DESC             _____    2
                  _____    3
                  _____    4
                  _____    5
                  _____    6

 TECH             _____
 HEADERS          _____
                  _____
                  _____
                  _____

 TECH             _____    1
 DESC             _____    2
                  _____    3
                  _____    4
                  _____    5
                  _____    6

 Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
        HELP  LOPF              CNCL         PGUP  PGDN       INSRT
```

INPUT DATA

- Prop Desc

- Tech Headers

- Tech Desc

NOTE: The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

- Press **<Enter>**. NPDMS displays the ADD SCREEN 2 (ND4110MB), pop-up window for Y2K status, or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you enter **C** to Cancel, NPDMS displays the COMPONENT SYSTEM CONTROLLED PROPERTY ADD (ND4110MA).

If FSC Code equals 65 (medical) or 70 (FSG), NPDMS then prompts for Y2K status and certifier's name.

IF Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      03/01/01
  ND4110MA / ND4110PA      COMPONENT SYSTEM CONTROLLED ITEM ADD   10:54:11
                                    A I                           MSXXX
  Prop Case No: 804101 5335C242     ITEM ID: 03 Cust Acct No: 33001
  Local Ref No: _____ Turn-In Doc No: _____
   Initiators Name: _____ Initiators Org Code: _____
  Initiators Phone: ( ___ ) ___ - ___                 NSN: 7021 _____
   Item Name: TEST*****************************************************
  Mfg's Code: _____  Mfg's Name: _____   Mfg Year: ____
   Model                                                                ___
  Serial     ┌──────────────────────────────────────────────┐    ode: X
             │  ND4110MI     Please Enter Appropriation Data: │    *****
             │                                                │
   Stock     │     _____       │    _____
  Reimbu     │                                                │    ___
  Exc/Sa     │              Enter 'C' to Cancel: _            │    _____
  Mat In     └──────────────────────────────────────────────┘    __
  Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y
  Item Desc: TEST_____ More: _
                                                      RETAIN (Y/N): N
  Navigation: _____
  Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
         HELP  LOPF  PREV         CNCL                     CLEAR         EXIT
```

INPUT DATA

- Appropriation Data

- Enter 'C' to Cancel   input value = **C** or **blank**

- Press <ENTER>. NPDMS then displays the Y2K Status pop-up window. If you enter C to cancel, NPDMS will display the COMPONENT SYSTEM CONTROLLED PROPERTY ADD (ND4110MA).

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM     MM/DD/YY
  ND4110MA / ND4110PA              CONTROLLED PROPERTY ADD           HH:MM:SS
                                         A CA                         XXXXX
                                         Cust Acct No: 02022 ECN: G000101
  Local Ref No: _____ Turn-In Doc No: _____
   Initiators Name: _____ Initiators Org Code: EP83_
  Initiators Phone:( ___ ) ___ - ____        STD: (   )  NSN: 7021 _____
   Item N                    Y2K STATUS                    *********
  Mfg's C                                                   Mfg Year: 2001
   Model      Status Code:  y  'Y' = Y2K Compliant        _____
   Serial                      'N' = Not Y2K Compliant     Cap Sens Code: X
    CURR                       'U' = Unknown Status         : 1522.00******

   Stock     Certifier's                                   : _____
  Reimbur    Name: _____         : _____
  Exc/Sal                                                   : _____

  Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y
  Item Desc: _____ More: _
                                                             RETAIN (Y/N): N
  Navigation: _____
  Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
       HELP  LOPF  PREV        CNCL                   CLEAR            EXIT
```

INPUT DATA

- Status Code   Input value = Y, N, or U

- Certifier's Name

- Press **<Enter>**. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter **C** to Cancel, NPDMS displays the COMPONENT SYSTEM CONTROLLED ITEM ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

```
              NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM        03/01/01
ND4110MB / ND4110PA      COMPONENT SYSTEM ITEM ADD SCREEN 2      11:47:06
                              A I                             MSXXX
Prop Case No: 804101 5335C242      ITEM ID: 03
    Install Name: MARSHALL SPACE FLIGHT CENTER*************
   Contact Person: XXXXXXXXXXXXX*************** Phone:( XXX ) XXX - XXXX
         Address: BLDG XXXX1*******************  Bldg: XXXX****** Room: _____
Property            _____  Fax:( XXX ) XXX - XXXX
Location      City: HUNTSVILLE**********         State: AL Zip: XXXXX ____
         Country: _____
Report To: GSA Region: 04  or  DRMO DODAAC: _____   Print Doc (Y/N): N
Warehouse Loc: _____      Warehoused Date: __ __ ____
DML Code: _     Foreign Prop: _    Reclam Code: _    CC: A1    Artifact: _
              DAYS                     Begin Dates     End Dates
              21_      Installation Screening:  03 01 2001    03 22 2001
Screening     21_         NASA-Wide Screening:  03 01 2001    03 22 2001
Timeframes    0__     Other Federal Screening:  03 23 2001    03 23 2001
              21_         Donation Screening:   03 24 2001    04 14 2001
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)
ADDITIONAL COMPONENT ITEMS (Y/N): N    ECN: _____    CUST ACCT NO: _____
Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
         HELP  LOPF  PREV        CNCL                    CLEAR        EXIT
```

INPUT DATA

- Install Name   input value = your center name

- Contact Person

- Phone

- Address (line 1)

- Bldg

- Room

- Address (line 2)

- Fax

- City

- State

- Zip

- Country

- Report to

  — GSA Region   input value = reporting GSA Region

  — DRMO DODAAC   input value = **blank**

- Print Doc   input values = **Y** or **N**

- Warehouse Loc

- Warehoused Date   input format = **MM/DD/YYYY**

- DML Code

- Foreign Prop   input value = **Y** or **blank**

- Reclam Code   input values = **Y**, **R**, or **N**

- CC

- Artifact   input value = **Y** or **blank**

If the default values at <u>Screening Timeframes</u> Days require modification at the time of the initial Add, input the following:

- Screening Timeframes

- Days

- Installation Screening

    — Begin Dates   input format = **MM/DD/YYYY**

    — End Dates   input format = **MM/DD/YYYY**

- Days

- NASA-Wide Screening

    — Begin Dates   input format = **MM/DD/YYYY**

    — End Dates   input format = **MM/DD/YYYY**

- Days

- Other Federal Screening

    — Begin Dates   input format = **MM/DD/YYYY**

    — End Dates   input format = **MM/DD/YYYY**

- Days

- Donation Screening

    — Begin Dates   input format = **MM/DD/YYYY**

    — End Dates   input format = **MM/DD/YYYY**

- Method

    —   Install   input values = **C**, **F**, **L**, or **N**

    —   NASA-Wide   input values = **C, F, L** or **N**

- Additional Component Items   input values = **Y** or **N**

NOTE: If you want to add more component items, enter Y

- ECN   next case to be added, if any

- Cust Acct No   next case to be added, if any

- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

If the GSA Region is changed on Add Screen 2 and the Property is located in Maryland or Virginia, NPDMS displays the following pop-up window (ND4110MK):

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      03/01/01
    ND4110MB / ND4110PA        COMPONENT SYSTEM ITEM ADD SCREEN 2       10:16:12
                                                                       MSXXX
    Prop Case No:                    Item Id:
        Install Name: MARSHALL SPACE FLIGHT CENTER************
      Contact Person: XXXXXXXXXXXX***************** Phone:( XXX ) XXX - XXXX
             Address: BLDG XXXX***************** Bldg: XXXX****** Room: _____
    Property          _____ Fax: ( XXX ) XXX - XXXX
    Location    City: HUNTSVILLE**********          State: AL Zip: 35812 ____
    **************************************************************************
              ND4110MK

      If the property is located in the following areas:

         Maryland - Prince Georges and Montgomery Counties only
         Virginia - Prince William, Loudon, Fairfax, and
                    Arlington Counties, and City of Alexandria

      The GSA Region should be 'W.        GSA Region: **

                      Enter 'C' To Cancel: _
    **************************************************************************
    Navigation: _____
    Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
           HELP  LOPF  PREV        CNCL                      CLEAR        EXIT
```

INPUT DATA

• GSA Region

• Enter 'C' to Cancel   input value = **C** or **blank**

NOTE: The previously entered GSA Region is displayed on the screen. The user may change the GSA Region to **W** by typing over the displayed GSA Region value. If the user enters **C** to cancel, the GSA Region value remains the same.

If the Contact Person is changed, NPDMS displays the following pop-up window:

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      05/16/02
    ND4110MB / ND4110PA              ADD SCREEN 2                      12:24:17
                                      A CA                             MSKKF

        Install Name: MARSHALL SPACE FLIGHT CENTER************
      Contact Person: kerrie farbman***************** Phone:( 205 ) 544 - 8394
             Address: BLDG 4201***************** Bldg: 8025****** Room: _____
    Property          _____ Fax:( 205 ) 544 - 1836
    Location    City: HUNTSFILLE**********          State: AL Zip: 35812 ____
             Country: _____
    Rep +-------------------------------------------------------------+
    War !                                                             !
    DML !  PODI E-MAIL ADDRESS:                                       ! t: _
        !                                                             !
        !  NEAL.CANTRELL@MSFC.NASA.GOV                                ! 2
    Scr !                                                             ! 2
    Tim +-------------------------------------------------------------+ 2
              21_      Donation Screening:  06 08 2002     06 29 2002
    Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)
    ADDITIONAL COMPONENT ITEMS (Y/N): N    ECN: _____   CUST ACCT NO: _____
    Navigation: _____
    Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
           HELP  LOPF  PREV        CNCL                      CLEAR        EXIT
```

INPUT DATA

- PODI E-Mail Address

- Press <**Enter**>. Depending on the previous data entries, NPDMS displays one of the following screens:

— If you are not finished entering component items (i.e., Additional Component Items equals **Y** on the ADD SCREEN 2), then the COMPONENT SYSTEM CONTROLLED PROPERTY ADD (ND4110MA) screen displays with the message *'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s)'.*

— If you are finished entering component items (i.e., Additional Component Items equals **N** on the ADD SCREEN 2), the GSA REPORTING DATA (ND4110MC) screen displays with the message *'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s)'.*

— If you enter **C** to Cancel on the pop-up window ND4110MK, NPDMS displays the ADD SCREEN 2 (ND4110MB).

— After each item entry, the NPDMS Case File is updated with a unique Property Case Number; also, the NPDMS Transaction File is updated with the following transactions: E01 Add Transaction, X90 or I90 (if an inventory discrepancy is found) Transaction to identify NEMS Equipment data, and T02 Receipt Transaction if warehouse data is entered.

- If a **Y** is incorrectly entered at the Additional Component Items field on the ADD SCREEN 2 (ND4110MB), the user can use the PF17 Key to Cancel.

Appropriate data fields are populated and displayed by the system.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MC / ND4110PA              GSA REPORTING DATA                11:51:52
                                     A I                           MSXXX
Prop Case No: 804101 5335C242
Local Ref No:                           Turn-In Doc No:
Appropriation Data: XXX_____
Reimbursement Code: 1  Exc/Sale: _  Unclaimed Prop:   Fair Mkt: _____
Reporting NASA Installation Name: MARSHALL SPACE FLIGHT CENTER************
Contact Person: XXXXXXXXXXXXXX****************   Phone: ( XXX ) XXX - XXXX
Address: MARSHALL SPACE FLIGHT CENTER**          Fax: ( XXX ) XXX - XXXX
         MAIL CODE XXXX_____
   City: MSFC****************      State: AL      Zip: 35812 ____

This Property is scheduled to be reported on 11 11 1995  to GSA Region: 04
 GENERAL SERVICES ADMINISTRATION              ATLANTA             GA




Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
       HELP  LOPF
```

INPUT DATA

- Appropriation Data

- Reimbursement Code

- Exc/Sale   input value = **Y** or **blank**

- Fair Mkt

- Reporting NASA Installation Name   input value = your center name

- Contact Person

- Phone

- Address (line 1)

- Fax

- Address (line 2)

- City

- State

- Zip

- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks. When Contact Person has been changed, the following pop-up window is displayed:

```
                 NASA  PROPERTY  DISPOSAL  MANAGEMENT  SYSTEM      05/16/02
ND4110MC / ND4110PA              GSA REPORTING DATA               12: 24: 53
                                      A  CA                        MSKKF

Local Ref No:                            Turn-In Doc No:
Appropriation Data: _____
Reimbursement Code: 2  Exc/Sale: _  Unclaimed Prop:    Fair Mkt: _____
Reporting NASA Installation Name: MARSHALL SPACE FLIGHT CENTER************
Contact Person: kerrie farbman****************    Phone: ( 205 ) 544 - 4788
Address: MARSHALL SPACE FLIGHT CENTER**           Fax: ( 205 ) 544 - 1151
     +-------------------------------------------------------------+
     !                                                             !
     !   POC E-MAIL ADDRESS:                                       !
Thi !                                                              ! 4
  GE !   KERRIE. FARBMAN@MSFC. NASA. GOV                           !
     !                                                             !
     +-------------------------------------------------------------+



Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR       EXIT
```

INPUT DATA

- POC E-Mail Address

- Press <Enter>. When all edit checks have been passed, if IFM is turned on, then a pop-up window for IFM data is displayed. When all edit checks have been passed, if IFM is turned on, then a pop-up window for IFM data is displayed.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      03/25/99
ND4110MC / ND4110PA              GSA REPORTING DATA               14:48:18
                                       A CA                       MSXXX

Local Ref No:
Appropriation Data   ┌──────────────────────────────────┐  _____
Reimbursement Code   │ EQUIP ECN  FO00041               │  t: _____
Reporting NASA Ins   │ DISPOSAL CASE NMBR               │  ************
Contact Person: J0   │                                  │  ) 544 - 4788
Address: MARSHALL    │ ORG COST ACCT CODE   oca_         │  ) 544 - 1151
         MAIL CODE   │ PROG COST ACCT CODE   pca_        │
    City: MSFC*****  │                                  │
                     │ PREVIOUS ORG COST ACCT CODE      │  ____
This Property is s   │ PREVIOUS PROG COST ACCT CODE     │
 GENERAL SERVICES    └──────────────────────────────────┘  SA Region: 04
                     _____  GA
                            PRESS ENTER TO CONTINUE
                              OR 'C' TO CANCEL _



Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
         HELP  LOPF  PREV        CNCL              CLEAR         EXIT
```

INPUT DATA

- Org Cost Acct Code

- Prog Cost Acct Code

- Enter 'C' to Cancel   input value = **C** or **blank**

- Press **<Enter>**. See previous page blocked data. NPDMS displays the Transaction Menu (ND5000MA) Screen with the message 'Case Added.'

- After entry of component system items (at least 2 component system items) to make up a component system, NPDMS displays the COMPONENT SYSTEM PROPERTY CASE ADD screen (ND4110ME).

Appropriate data fields are populated and displayed by the system

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM         03/01/01
ND4110ME / ND4110PA         COMPONENT SYSTEM PROPERTY CASE ADD       11:56:11
                              A I                                    MSXXX
Prop Case No:  804101 5335C242


   Haz Mat Ind:      Precious Metals Ind:      Total Number of Components:  3
   DML Code:         Artifact:                 Total Acq Cost:        3258.00

Component System Information -
  Component System Name: COMPUTER SYSTEM*************** FSC Code: 7021 CC:  5


              Days                        Begin Dates      End Dates
              21_      Installation Screening:  10 20 1995      11 10 1995
Screening     21_           NASA-Wide Screening:  10 20 1995      11 10 1995
Timeframes    0__     Other Federal Screening:  11 11 1995      11 11 1995
              21_          Donation Screening:  11 12 1995      12 03 1995
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)

Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV                            CLEAR
```

INPUT DATA

- Component System Name

- FSC Code   input value = component system level FSC

- CC   input value = component system level CC

- Screening Timeframes

- Days

- Installation Screening

    — Begin Dates   input format = **MM/DD/YYYY**

    — End Dates   input format = **MM/DD/YYYY**

- Days

- NASA-Wide Screening

    — Begin Dates   input format = **MM/DD/YYYY**

    — End Dates   input format = **MM/DD/YYYY**

- Days

- Other Federal Screening

    — Begin Dates   input format = **MM/DD/YYYY**

    — End Dates   input format = **MM/DD/YYYY**

- Days

- Donation Screening

    — Begin Dates   input format = **MM/DD/YYYY**

    — End Dates   input format = **MM/DD/YYYY**

- Method

    — Install   input values = **C**, **F**, **L**, or **N**

    — NASA-Wide   input values = **C, F, L** or **N**

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

- NPDMS calculates the Haz Mat Ind, Precious Metals Ind, Total Number of Components, DML Code, Artifact, and Total Acq Cost.

- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

- The following occurs: The NPDMS Case File is updated. All item records for the specific component system are updated with the component level data.

- NPDMS then displays the message *'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)'* and returns to the Transaction Menu (ND5000MA).

4.8.1.4 Non-Controlled Component System Item Add with GSA Reporting

This process allows the user to enter Non-Controlled Component System Item Add With GSA Reporting data.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the Transaction Menu (ND5000MA), type **1** at Enter Selection to access the COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD screen (ND4110MA).

Appropriate data fields are populated and displayed by the system.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      03/01/01
ND4110MA / ND4110PA    COMPONENT SYSTEM NON-CONTROLLED ITEM ADD   12:07:41
                                A CA                               MSXXX
                                     Cust Acct No: 33001
Local Ref No: _____ Turn-In Doc No: _____
 Initiators Name: _____ Initiators Org Code: _____
Initiators Phone: ( ___ ) ___ - ___              NSN: ****  _____
 Item Name: ************************************************************
Mfg's Code: _____  Mfg's Name: _____  Mfg Year: ____
 Model No: _____    Part No: _____
Serial No: _____    MMA Code: __   CC: **   Cap Sens Code: X
 CURR QTY: *****       UNIT OF MEASURE: **    UNIT ACQ COST: *************

 Stock Status Code: 5       Contr Prop: _         Tag No: _____
Reimbursement Code: _       Grantee Prop: _    Contr/Grant No: _____
Exc/Sale: _ Unclaimed Prop: _ Date Found: __ __ ____  Fair Mkt: _____
Mat Inv: _ SHELF LIFE TYPE: 0  EXP DATE: __ __ ____   EXT DATE: __ __ ____
Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y
Item Desc: _____ More: _
                                                      RETAIN (Y/N): N
Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
           HELP  LOPF  PREV         CNCL                CLEAR           EXIT
```

INPUT DATA

- Local Ref No

- Turn-In Doc No   input value = your document number

- Initiators Name

- Initiators Org Code

- Initiators Phone

- NSN

- Item Name

- Mfg's Code   input values = blank, valid code, **ZZZZZ** or **XXXXX**. If using Z or X see corresponding entry for Mfg's Name.

- Mfg's Name   input values = blank, name with matching Mfg's Code, **UNKNOWN** with **ZZZZZZ** Mfg's Code, or **MFG CODE NOT ASSIGNED** with **XXXXX** Mfg's Code.

- Mfg Year

- Model No

- Part No

- Serial No

- MMA Code

- CC

- Cap Sens Code   input values = **N**, **X**, **Q**, **M** or **P**

- Qty

- Unit of Measure

- Unit Acq Cost

- Stock Status Code   input values = **1** for Store Stock, **2** for
                          Program Stock, **3** for Stand-By-Stock, **4**
                          for Capitalized Equipment, **5** for all
                          other property

- Contr Prop   input value = **Y** or **blank**

- Tag No

- Reimbursement Code

- Grantee Prop   input value = **Y** or **blank**

- Contr/Grant No

- Exc/Sale   input value = **Y** or **blank**

- Unclaimed Prop   input value = **Y** or **blank**

- Date Found   input format = **MM/DD/YYYY**

- Fair Mkt

- Mat Inv   input value = **Y** or **blank**

- Shelf Life Type

- Exp Date

- Ext Date

- Haz Mat Code

- Haz Mat Ind

- Precious Metals Code

- Print Pickup Doc   input value = **Y** or **N**

- Item Desc

- More   input value = **Y** or **blank**

- Retain   input value = **Y** or **N**

- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

If a **Y** is entered in the More field, the NPDMS displays a pop-up window (ND4110MN) allowing the user to enter Additional Item Description Data.

If a **Y** is entered in the Retain field, certain data elements on the screen are saved and are displayed for the processing of the next case.

The first line of the description contains the line of data from the previous screen and allows for modification.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      03/01/01
ND4110MA / ND4110PA    COMPONENT SYSTEM NON-CONTROLLED ITEM ADD    12:21:52
                              A CA                                 MSXXX
                                   Cust Acct No: 33001
Local Ref No: _____ Turn-In Doc No: _____
 Initiators Name: _____ Initiators Org Code: _____
Initiators Phone: ( ___ ) ___ - ____              NSN: 7025 _____
 Item Name: DISPLAY*****************************************************
Mfg's Code: _____  Mfg's Name: _____   Mfg Year: ____
   Model                                                       ___
 Serial  _____   ode: X
   CURR  | ND4110MI     Please Enter Appropriation Data:    |  *****
         |                                                  |
 Stock   |    _____      |  _____
 Reimbu  |                                                  |  ___
 Exc/Sa  |              Enter 'C' to Cancel: _              |  _____
 Mat In  |_____|  __
Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y
Item Desc: DISPLAY_____ More: _
                                                    RETAIN (Y/N): N
Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
          HELP  LOPF  PREV         CNCL                  CLEAR         EXIT
```

INPUT DATA

- Prop Desc

- Tech Headers

- Tech Desc

NOTE: The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

- Press **<Enter>**. NPDMS displays the ADD SCREEN 2 (ND4110MB), pop-up window for Y2K status, or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you press **PF17** to Cancel, NPDMS displays the CONTROLLED PROPERTY ADD (ND4110MA).

If FSG code equals 65 (medical) or 70 (ADP), NPDMS then prompts for Y2K status and Certifier's new pop-up name.

If Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

INPUT DATA

- Appropriation Data

- Enter 'C' to Cancel   input value = **C** or **blank**

- Press <**ENTER**>. NPDMS then displays the Y2K Status pop-up window. If you enter C to cancel, NPDMS will display the COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD (ND4110MA).

```
                          NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      MM/DD/YY
    ND4110MA / ND4110PA           NON-CONTROLLED PROPERTY ADD           HH:MM:SS
                                       A  CA                            XXXXX
                                          Cust Acct No: 33001
    Local Ref No: _____ Turn-In Doc No: _____
     Initiators Name: _____ Initiators Org Code: _____
    Initiators Phone:( ___ ) ___ - ____           NSN: 7021 _____
     Item N                    Y2K STATUS                    *********
    Mfg's C    ┌──────────────────────────────────────────────┐  Mfg Year: 2001
     Model     │    Status Code:  *  'Y' = Y2K Compliant       │    _____
    Serial     │                     'N' = Not Y2K Compliant   │  Cap Sens Code: X
      CURR     │                     'U' = Unknown Status       │  : 125**********
               │                                                │
     Stock     │    Certifier's                                 │  : _____
    Reimbur    │    Name:                                       │  : _____
    Exc/Sal    └──────────────────────────────────────────────┘  : _____
    Mat Inv                                                  : __ __ ____
    Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y
    Item Desc: _____ More: _
                                                          RETAIN (Y/N): N
    Navigation: _____
    Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
         HELP  LOPF  PREV      CNCL                  CLEAR            EXIT
```

INPUT DATA

- Status Code   Input value = Y, N, or U

- Certifier's Name

- Press **<Enter>**. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter **C** to Cancel, NPDMS displays the COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      03/01/01
ND4110MB / ND4110PA      COMPONENT SYSTEM ITEM ADD SCREEN 2       12:23:35
                                 A CA                             MSXXX

     Install Name: MARSHALL SPACE FLIGHT CENTER*************
   Contact Person: XXXXXXXXXXXXXX***************  Phone:( XXX ) XXX - XXXX
          Address: BLDG XXXX*********************  Bldg: XXXX****** Room: _____
Property                 _____  Fax:( XXX ) XXX - XXXX
Location      City: HUNTSVILLE**********            State: AL Zip: XXXXX ____
           Country: _____
Report To: GSA Region: 04  or  DRMO DODAAC: _____    Print Doc (Y/N): N
Warehouse Loc: _____      Warehoused Date: __ __ ____
DML Code: _    Foreign Prop: _    Reclam Code: _     CC: A1     Artifact: _
             DAYS                           Begin Dates      End Dates
             21_    Installation Screening:  03 01 2001      03 22 2001
Screening    21_        NASA-Wide Screening:  03 01 2001      03 22 2001
Timeframes   0__    Other Federal Screening:  03 23 2001      03 23 2001
             21_         Donation Screening:  03 24 2001      04 14 2001
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)
ADDITIONAL COMPONENT ITEMS (Y/N): N    ECN: _____    CUST ACCT NO: _____
Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
           HELP  LOPF  PREV       CNCL                  CLEAR         EXIT
```

INPUT DATA

- Install Name   input value = your center name

- Contact Person

- Phone

- Address (line 1)

- Bldg

- Room

- Address (line 2)

- Fax

- City

- State

- Zip

- Country

- Report to

    — GSA Region   input value = reporting GSA Region

    — DRMO DODAAC   input value = **blank**

- Print Doc   input value = **Y** or **N**

- Warehouse Loc

- Warehoused Date   input format = **MM/DD/YYYY**

- DML Code

- Foreign Prop   input value = **Y** or **blank**

- Reclaim Code   input values = **Y**, **R**, or **N**

- CC

- Artifact   input value = **Y** or **blank**

If the default values at <u>Screening Timeframes</u> Days require modification at the time of the initial Add, input the following:

- Screening Timeframes

- Days

- Installation Screening

    — Begin Dates   input format = **MM/DD/YYYY**

    — End Dates   input format = **MM/DD/YYYY**

- Days

- NASA-Wide Screening

    — Begin Dates   input format = **MM/DD/YYYY**

    — End Dates   input format = **MM/DD/YYYY**

- Days

- Other Federal Screening

    — Begin Dates   input format = **MM/DD/YYYY**

    — End Dates   input format = **MM/DD/YYYY**

- Days

- Donation Screening

    — Begin Dates   input format = **MM/DD/YYYY**

    — End Dates   input format = **MM/DD/YYYY**

- Method

  — Install   input values = **C**, **F**, **L**, or **N**

  — NASA-Wide   input values = **C, F, L** or **N**

- Additional Component Items   input values = **Y** or **N**

NOTE: If you want to add more component items, enter Y

- ECN   next case to be added, if any

- Cust Acct No   next case to be added, if any

- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

If the GSA Region is changed on Add Screen 2 and the Property is located in Maryland or Virginia, NPDMS displays the following pop-up window (ND4110MK):

```
                 NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      03/01/01
ND4110MB / ND4110PA       COMPONENT SYSTEM ITEM ADD SCREEN 2    10:16:12
                                                               MSXXX
Prop Case No:                    Item Id:
    Install Name: MARSHALL SPACE FLIGHT CENTER************
   Contact Person: XXXXXXXXXXXXX**************** Phone:( XXX ) XXX - XXXX
           Address: BLDG XXXX******************** Bldg: XXXX****** Room: _____
Property                 _____  Fax:( XXX ) XXX - XXXX
Location    City: HUNTSVILLE**********         State: AL Zip: XXXXX ____
***************************************************************************
           ND4110MK

  If the property is located in the following areas:

     Maryland - Prince Georges and Montgomery Counties only
     Virginia - Prince William, Loudon, Fairfax, and
                Arlington Counties, and City of Alexandria

  The GSA Region should be 'W'.       GSA Region: **

              Enter 'C' To Cancel: _
***************************************************************************
Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
        HELP  LOPF  PREV        CNCL                   CLEAR         EXIT
```

INPUT DATA

- GSA Region

- Enter 'C' to Cancel   input value = **C** or **blank**

NOTE: The previously entered GSA Region is displayed on the screen. The user may change the GSA Region to **W** by typing over the displayed GSA Region value. If the user enters **C** to cancel, the GSA Region value remains the same.

If the Contact Person is changed, NPDMS displays the following pop-up window:

```
                 NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      05/16/02
ND4110MB / ND4110PA              ADD SCREEN 2                  12:24:17
                                  A CA                         MSKKF

    Install Name: MARSHALL SPACE FLIGHT CENTER************
   Contact Person: kerrie farbman**************** Phone:( 205 ) 544 - 8394
           Address: BLDG 4201******************** Bldg: 8025****** Room: _____
Property                 _____  Fax:( 205 ) 544 - 1836
Location    City: HUNTSFILLE**********         State: AL Zip: 35812 ____
           Country: _____
Rep +------------------------------------------------------------+
War !                                                            !
DML !  PODI E-MAIL ADDRESS:                                      ! t: _
    !                                                            !
    !  NEAL.CANTRELL@MSFC.NASA.GOV                               ! 2
Scr !                                                            ! 2
Tim +------------------------------------------------------------+ 2
           21_       Donation Screening:  06 08 2002     06 29 2002
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)
ADDITIONAL COMPONENT ITEMS (Y/N): N    ECN: _____   CUST ACCT NO: _____
Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
        HELP  LOPF  PREV        CNCL                   CLEAR         EXIT
```

INPUT DATA

- PODI E-Mail Address

- Press **<Enter>**. Depending on the previous data entries, NPDMS then displays one of the following screens:

— If you are not finished entering component items (i.e., Additional Component Items equals **Y** on the ADD SCREEN 2), then the COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD (ND4110MA) screen displays with the message *'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s)'.*

— If you are finished entering component items (i.e., Additional Component Items equals **N** on the ADD SCREEN 2), the GSA REPORTING DATA (ND4110MC) screen displays with the message *'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s)'.*

— If you enter **C** to Cancel on the pop-up window ND4110MK, NPDMS displays the ADD SCREEN 2 (ND4110MB).

— After each item entry, the NPDMS Case File is updated with a unique Property Case Number; also, the NPDMS Transaction File is updated with the following transactions: E01 Add Transaction and T02 Receipt Transaction if warehouse data is entered.

- If a **Y** is incorrectly entered at the Additional Component Items field on the ADD SCREEN 2 (ND4110MB), the user can use the PF17 Key to Cancel.

Appropriate data fields are populated and displayed by the system.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      03/01/01
ND4110MC / ND4110PA              GSA REPORTING DATA               12:26:34
                              A CA                                MSXXX

Local Ref No:                              Turn-In Doc No:
Appropriation Data: TEST1_____
Reimbursement Code: 1  Exc/Sale: _  Unclaimed Prop:   Fair Mkt: _____
Reporting NASA Installation Name: MARSHALL SPACE FLIGHT CENTER************
Contact Person: XXXXXXXXXXXXXXX***************    Phone: ( XXX ) XXX - XXXX
Address: MARSHALL SPACE FLIGHT CENTER**           Fax: ( XXX ) XXX - XXXX
         MAIL CODE XXXX_____
   City: MSFC****************      State: AL      Zip: XXXXX ____

This Property is scheduled to be reported on  03 23 2001  to GSA Region: 04
 GENERAL SERVICES ADMINISTRATION              ATLANTA               GA




Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR           EXIT
```

INPUT DATA

- Appropriation Data

- Reimbursement Code

- Exc/Sale   input value = **Y** or **blank**

- Fair Mkt

- Reporting NASA Installation Name   input value = your center name

- Contact Person

- Phone

- Address (line 1)

- Fax

- Address (line 2)

- City

- State

- Zip

- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages
  with the cursor placed at the first field in error. After the corrected data has been entered,
  press **<Enter>**. The system continues to validate each data field until all data passes the
  edit checks. When Contact Person has been changed, the following pop-up window is
  displayed:

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      05/16/02
ND4110MC / ND4110PA              GSA REPORTING DATA               12:24:53
                                     A CA                         MSKKF

Local Ref No:                          Turn-In Doc No:
Appropriation Data: _____
Reimbursement Code: 2  Exc/Sale: _  Unclaimed Prop:   Fair Mkt: _____
Reporting NASA Installation Name: MARSHALL SPACE FLIGHT CENTER************
Contact Person: kerrie farbman****************    Phone: ( 205 ) 544 - 4788
Address: MARSHALL SPACE FLIGHT CENTER**            Fax: ( 205 ) 544 - 1151
    +--------------------------------------------------------------+
    !                                                              !
    !  POC E-MAIL ADDRESS:                                         !
Thi !                                                              ! 4
 GE !   KERRIE.FARBMAN@MSFC.NASA.GOV                               !
    !                                                              !
    +--------------------------------------------------------------+



Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
        HELP  LOPF  PREV          CNCL                CLEAR       EXIT
```

INPUT DATA

- POC E-Mail Address

- Press <Enter>. When all edit checks have been passed, if IFM is turned on, then a pop-up window for IFM data is displayed. When all edit checks have been passed, if IFM is turned on, then a pop-up window for IFM data is displayed.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM        03/25/99
 ND4110MC / ND4110PA            GSA REPORTING DATA                  14:48:18
                                     A CA                           MSXXX

 Local Ref No:
 Appropriation Data  ┌─────────────────────────────────┐  _____
 Reimbursement Code  │ EQUIP ECN  F000041              │  t: _____
 Reporting NASA Ins  │ DISPOSAL CASE NMBR              │  ************
 Contact Person: JO  │                                │  ) 544 - 4788
 Address: MARSHALL   │ ORG COST ACCT CODE   oca_       │  ) 544 - 1151
          MAIL CODE  │ PROG COST ACCT CODE  pca_       │
     City: MSFC***** │                                │
                     │ PREVIOUS ORG COST ACCT CODE    │  ____
 This Property is s  │ PREVIOUS PROG COST ACCT CODE   │
  GENERAL SERVICES   └─────────────────────────────────┘  SA Region: 04
                                                           GA
                             PRESS ENTER TO CONTINUE
                                OR 'C' TO CANCEL _


 Navigation: _____
 Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
         HELP  LOPF  PREV        CNCL               CLEAR              EXIT
```

INPUT DATA

- Org Cost Acct Code

- Prog Cost Acct Code

- Enter 'C' to Cancel   input value = **C** or **blank**

- Press **<Enter>**. See previous page blocked data. NPDMS displays the Transaction Menu (ND5000MA) Screen with the message 'Case Added.'

- The following occurs: The NPDMS Case File is updated. An unique Property Case Number is generated. An E01 Add Transaction is generated. If warehouse location data (Warehouse Loc and Warehoused Date) are entered, a T02 Receipt Transaction is generated.

NPDMS then displays the message *'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)'* and returns to the Transaction Menu (ND5000MA).

After entry of component system items (at least 2 component system items) to make up a component system, NPDMS displays the COMPONENT SYSTEM PROPERTY CASE ADD screen (ND4110ME).

Appropriate data fields are populated and displayed by the system.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110ME / ND4110PA        COMPONENT SYSTEM PROPERTY CASE ADD      11:56:11
                                    A I                           MSXXX
Prop Case No:  804101 5335C242


   Haz Mat Ind:       Precious Metals Ind:     Total Number of Components:  3
   DML Code:          Artifact:                Total Acq Cost:       3258.00

Component System Information -
  Component System Name: COMPUTER SYSTEM*************** FSC Code: 7021 CC:   5


             Days                              Begin Dates      End Dates
             21_      Installation Screening:  10 20 1995      11 10 1995
Screening    21_         NASA-Wide Screening:  10 20 1995      11 10 1995
Timeframes   0__     Other Federal Screening:  11 11 1995      11 11 1995
             21_         Donation Screening:   11 12 1995      12 03 1995
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)

Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
        HELP  LOPF  PREV                              CLEAR
```

INPUT DATA

- Component System Name

- FSC Code   input value = component system level
                                    FSC

- CC   input value = component system level
                                    CC

- Screening Timeframes

- Days

- Installation Screening

    — Begin Dates   input format = **MM/DD/YYYY**

    — End Dates   input format = **MM/DD/YYYY**

- Days

- NASA-Wide Screening

    — Begin Dates   input format = **MM/DD/YYYY**

    — End Dates   input format = **MM/DD/YYYY**

- Days

- Other Federal Screening

— Begin Dates   input format = **MM/DD/YYYY**

— End Dates   input format = **MM/DD/YYYY**

- Days

- Donation Screening

  — Begin Dates   input format = **MM/DD/YYYY**

  — End Dates   input format = **MM/DD/YYYY**

- Method

  — Install   input values = **C**, **F**, **L**, or **N**

  — NASA-Wide   input values = **C, F, L** or **N**

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe).   If the total screening timeframe exceeds 130 days, the system issues a warning message.   Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

- NPDMS calculates the Haz Mat Ind, Precious Metals Ind, Total Number of Components, DML Code, Artifact, and Total Acq Cost.

- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

- The following occurs: The NPDMS Case File is updated. All item records for the specific component system are updated with the component level data.

- NPDMS then displays the message *'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)'* and returns to the Transaction Menu (ND5000MA).

4.8.1.5 Controlled Add With DRMO Transfer

With the valid entry of an ECN, this process extracts data from NEMS. The Controlled Add With DRMO Transfer function allows the user to add single case data and modify extracted NEMS data.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

• From the Transaction Menu (ND5000MA), type **1** at Enter Selection, enter the ECN and optionally the Cust Acct No to access the CONTROLLED PROPERTY ADD screen (ND4110MA).

• Press **<Enter>**. NPDMS then verifies that the entered ECN does not already have an active Case in NPDMS, that the entered ECN does exist in NEMS, extracts all of the common data from the NEMS File. If the Cust Acct No is entered, the system verifies that there is a match on the ECN and Cust Acct No. The CONTROLLED PROPERTY ADD screen (ND4110MA) displays the extracted NEMS and Center default data, and places the cursor at the first input field.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM        03/01/01
      ND4110MA / ND4110PA              CONTROLLED PROPERTY ADD             14:16:32
                                    A CA                        MSXXX
                                           Cust Acct No: 15020 ECN: G080119
      Local Ref No: _____ Turn-In Doc No: _____
       Initiators Name: _____ Initiators Org Code: XXXX_
      Initiators Phone: ( ___ ) ___ - ____       STD: ( )   NSN: 5975 _____
       Item Name: RACK, ELECTRICAL EQUIPMENT*******************************
      Mfg's Code: 23481  Mfg's Name: ZERO CORP  ZERO SOUTH DIV_____    Mfg Year: 1989
       Model                                                               ___
      Serial  ┌──────────────────────────────────────────────┐         ode: Q
       CURR   │ ND4110MI     Please Enter Appropriation Data:  │         *****
              │                                                │
       Stock  │         _____  │         _____
      Reimbu  │                                                │         ___
      Exc/Sa  │            Enter 'C' to Cancel: _              │         _____
              └──────────────────────────────────────────────┘          __
      Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y
      Item Desc: _____ More: _
                                                          RETAIN (Y/N): N
      Navigation: _____
      Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
            HELP  LOPF  PREV        CNCL                    CLEAR          EXIT
```

EXTRACTED FROM NEMS

• ECN

• Initiators Org Code

• Std

• NSN

• Item Name

• Mfg's Code

• Mfg's Name

- Mfg Year

- Model No

- Part No

- Serial No

- Cap Sens Code

- Unit Acq Cost

- Tag No

INPUT DATA

- Local Ref No

- Turn-in Doc No   input value = your document number

- Initiators Name

- Initiators Org Code

- Initiators Phone

- NSN

- Item Name

- Mfg's Code   input values = valid code, **ZZZZZ** or
                                  If using Z or X see
                                  corresponding entry for Mfg's Name.

- Mfg's Name   input values = name with matching
                                  Mfg's Code, **UNKNOWN** with **ZZZZZZ**
                                  Mfg's Code, or **MFG CODE NOT**
                                  ASSIGNED with **XXXXX** Mfg's Code

- Mfg Year

- Model No

- Part No

- Serial No

- MMA Code

- CC

- Unit Acq Cost

- Stock Status Code

  input values = **1** for Store Stock, **2** for Program Stock, **3** for Stand-By-Stock, **4** for Capitalized Equipment, **5** for all other property

- Contr Prop

  input value = **Y** or **blank**

- Tag No

- Reimbursement Code

- Grantee Prop

  input value = **Y** or **blank**

- Contr/Grant No

- Exc/Sale

  input value = **Y** or **blank**

- Unclaimed Prop

  input value = **Y** or **blank**

- Date Found

  input format = **MM/DD/YYYY**

- Fair Mkt

- Haz Mat Code

- Haz Mat Ind

- Precious Metals Code

- Print Pickup Doc

  input value = **Y** or **N**

- Item Desc

- More

  input value = **Y** or **blank**

- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

If a 'Y' is entered in the More field, NPDMS displays a pop-up window (ND4110MN) allowing the user to enter additional Item Description Data.

The first line of the description contains the last line of data from the previous screen and allows for modification.

```
ND4110MN                    ITEM DESCRIPTION

PROP      ITEM 1_____     1
DESC             _____     2
                 _____     3
                 _____     4
                 _____     5
                 _____     6


TECH             _____
HEADERS          _____
                 _____
                 _____


TECH             _____     1
DESC             _____     2
                 _____     3
                 _____     4
                 _____     5
                 _____     6


Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF              CNCL        PGUP  PGDN        INSRT
```

INPUT DATA

- Prop Desc

- Tech Headers

- Tech Desc

NOTE: The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

- Press **<Enter>**. NPDMS displays the ADD SCREEN 2 (ND4110MB) or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you press **PF17** to Cancel, NPDMS displays the NON-CONTROLLED PROPERTY ADD (ND4110MA).

IF Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

```
                      NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      03/01/01
        ND4110MA / ND4110PA          CONTROLLED PROPERTY ADD        14:24:27
                                          A CA                         MSXXX
                                          Cust Acct No: 15020 ECN: G080119
        Local Ref No: _____ Turn-In Doc No: _____
         Initiators Name: _____ Initiators Org Code: XXXX_
        Initiators Phone:( ___ ) ___ - ____      STD: ( )  NSN: 5975 _____
         Item Name: RACK, ELECTRICAL EQUIPMENT********************************
        Mfg's Code: 23481  Mfg's Name: ZERO CORP  ZERO SOUTH DIV_____    Mfg Year: XXXX
          Model                                                          ___
        Serial   ┌──────────────────────────────────────────────┐     ode: Q
          CURR   │ ND4110MI     Please Enter Appropriation Data:  │     *****
                 │                                                │
         Stock   │    _____   │     ____
        Reimbu   │                                                │     ___
        Exc/Sa   │             Enter 'C' to Cancel: _             │     ____
                 └──────────────────────────────────────────────┘      __
        Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y
        Item Desc: _____ More: _
                                                         RETAIN (Y/N): N
        Navigation: _____
        Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
                 HELP  LOPF  PREV        CNCL                    CLEAR        EXIT
```

INPUT DATA

- Appropriation Data

- Enter 'C' to Cancel   input value = **C** or **blank**

- Press <**ENTER**>. NPDMS then displays the Y2K Status pop-up window. If you enter C to cancel, NPDMS will display the CONTROLLED PROPERTY ADD (ND4110MA).

```
                   NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      MM/DD/YY
        ND4110MA / ND4110PA          CONTROLLED PROPERTY ADD        HH:MM:SS
                                          A CA                        XXXXX
                                          Cust Acct No: 02022 ECN: G000101
        Local Ref No: _____ Turn-In Doc No: _____
         Initiators Name: _____ Initiators Org Code: EP83_
        Initiators Phone:( ___ ) ___ - ____       STD: ( )  NSN: 7021 _____
         Item N              Y2K STATUS                       *********
        Mfg's C                                               Mfg Year: 2001
         Model  ┌────────────────────────────────────────┐  _____
        Serial  │  Status Code:  y  'Y' = Y2K Compliant   │  Cap Sens Code: X
          CURR  │                   'N' = Not Y2K Compliant│  : 1522.00******
                │                   'U' = Unknown Status   │
         Stock  │   Certifier's                            │  : _____
        Reimbur │   Name: _____     │  : _____
        Exc/Sal └────────────────────────────────────────┘  : _____

        Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y
        Item Desc: _____ More: _
                                                        RETAIN (Y/N): N
        Navigation: _____
        Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
             HELP  LOPF  PREV        CNCL                    CLEAR        EXIT
```

INPUT DATA

- Status Code   Input value = Y, N, or U

- Certifier's Name

- Press **<Enter>**. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter **C** to Cancel, NPDMS displays the CONTROLLED PROPERTY ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      03/01/01
ND4110MB / ND4110PA                ADD SCREEN 2                   14:26:24
                                      A CA                        MSXXX

     Install Name: MARSHALL SPACE FLIGHT CENTER************
   Contact Person: XXXXXXXXXXXXX***************  Phone:( XXX ) XXX - XXXX
          Address: BLDG XXXX*****************   Bldg: XXXX****** Room: XXXXX
Property          _____  Fax:( XXX ) XXX - XXXX
Location     City: HUNTSVILLE**********          State: AL Zip: XXXXX ____
          Country: _____
Report To: GSA Region: 04  or  DRMO DODAAC: _____   Print Doc (Y/N): N
Warehouse Loc: _____       Warehoused Date: __ __ ____
DML Code: _    Foreign Prop: _   Reclam Code: _    CC: A1    Artifact: _
          DAYS                        Begin Dates     End Dates
          21_    Installation Screening: 03 01 2001     03 22 2001
Screening 21_        NASA-Wide Screening: 03 01 2001     03 22 2001
Timeframes 21_   Other Federal Screening: 03 23 2001    04 13 2001
          21_         Donation Screening: 04 14 2001     05 05 2001
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)
ADDITIONAL COMPONENT ITEMS (Y/N): N    ECN: _____    CUST ACCT NO: _____
Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
       HELP  LOPF  PREV
```

INPUT DATA

- Install Name   input value = your center name

- Contact Person

- Phone

- Address (line 1)

- Bldg

- Room

- Address (line 2)

- Fax

- City

- State

- Zip

- Country

- Report to:

  — GSA Region   input value = **blank**

  — DRMO DODAAC   transferring DRMO DODAAC

- Print Doc   input value = **Y** or **N**

- Warehouse Loc

- Warehoused Date   input format = **MM/DD/YYYY**

- DML Code

- Foreign Prop   input value = **Y** or **blank**

- Reclam Code   input values = **Y**, **R**, or **N**

- CC

- Artifact   input value = **Y** or **blank**

If the default values at <u>Screening Timeframes</u> Days require modification at the time of the initial Add, input the following:

- Screening Timeframes

- Days

- Installation Screening

  — Begin Dates   input format = **MM/DD/YYYY**

  — End Dates   input format = **MM/DD/YYYY**

- Days

- NASA-Wide Screening

  — Begin Dates   input format = **MM/DD/YYYY**

  — End Dates   input format = **MM/DD/YYYY**

- Days

301

- Other Federal Screening

    — Begin Dates   input format = **MM/DD/YYYY**

    — End Dates   input format = **MM/DD/YYYY**

- Days

- Donation Screening

    — Begin Dates   input format = **MM/DD/YYYY**

    — End Dates   input format = **MM/DD/YYYY**

- Method

    — Install   input values = **C**, **F**, **L**, or **N**

    — NASA-Wide   input values = **C, F, L** or **N**

- Additional Component Items   input values = **N**

- ECN   input value = next case to be added, if any

- Cust Acct No   input value = next case to be added, if any

- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

If the Contact Person is changed, NPDMS displays the following pop-up window:

```
                NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      05/16/02
ND4110MB / ND4110PA                ADD SCREEN 2               12:24:17
                             A CA                             MSKKF

      Install Name: MARSHALL SPACE FLIGHT CENTER************
    Contact Person: kerrie farbman****************  Phone:( 205 ) 544 - 8394
           Address: BLDG 4201*******************  Bldg: 8025****** Room: _____
Property           _____  Fax:( 205 ) 544 - 1836
Location     City: HUNTSFILLE**********          State: AL Zip: 35812 ____
          Country: _____
Rep +--------------------------------------------------------------+
War !                                                              !
DML !  PODI E-MAIL ADDRESS:                                        ! t: _
    !                                                              !
    !  NEAL.CANTRELL@MSFC.NASA.GOV                                 ! 2
Scr !                                                              ! 2
Tim +--------------------------------------------------------------+ 2
            21_       Donation Screening:  06 08 2002     06 29 2002
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)
ADDITIONAL COMPONENT ITEMS (Y/N): N    ECN: _____   CUST ACCT NO: _____
Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF PREV        CNCL                CLEAR            EXIT
```

INPUT DATA

• PODI E-Mail Address

NPDMS displays appropriate data fields that are populated on the DRMO DATA screen (ND4110MD).

```
                NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      03/01/01
ND4110MD / ND4110PA                DRMO DATA                  14:32:18
                                                             MSXXX

Local Ref No:                        Turn-In Doc No:
Appropriation Data:
Reimbursement Code:    Exc/Sale:    Unclaimed Prop:    Fair Mkt:

This property is scheduled to be reported on           to DoDAAC:


Ship from Fedstrip ACC:                    Supplementary Address:




Document Identifier Code: TID  ADPE Identification: _   Physical Security: *
Disposal Authority Code: *     Mark For: __
Additional Data Code:   Shipping:   __  DRMO Receiving:   __
                     _____              __
Navigation: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       HELP  LOPF
```

INPUT DATA

- ADPE Identification   input values = **1**, **2**, **3**, **4**, **5**, **6**, **7**, **8**, **9**, **0,** or **blank**

- Physical Security   input values = **A** - **Z**, **1** - **9**

- Disposal Authority Code   input values = **N, M** or **R**

- Mark For   input value = **HM** or **HW**

- Additional Data Code

    — Shipping

    — DRMO Receiving

- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

- The following occurs: The NPDMS Case File is updated. An unique Property Case Number is generated. An E01 Add Transaction is generated. A X90 or I90 (if an inventory discrepancy is found) Transaction is generated to identify NEMS Equipment data. A NP/NEMS Interface ERN is generated. If warehouse location data (Warehouse Loc and Warehoused Date) are entered, a T02 Receipt Transaction is generated.

- NPDMS then displays the message *'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)'* and returns to the Transaction Menu (ND5000MA).

4.8.1.6 Non-Controlled Add with DRMO Transfer

This process allows the user to enter single case Non-Controlled Add With DRMO Transfer data. Refer to Section 5.2.1 NSMS Add for information on this process, which is a batch function that provides the same results as this function.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the TRANSACTION MENU (ND5000MA), type **1** at Enter Selection to access the NON-CONTROLLED PROPERTY ADD screen (ND4110MA).

Appropriate data fields are populated and displayed by the system.

```
              NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      03/01/01
ND4110MA / ND4110PA        NON-CONTROLLED PROPERTY ADD      14:37:03
                            A CA                            MSXXX
                                   Cust Acct No: 16230 ECN: G080140
Local Ref No: _____ Turn-In Doc No: _____
 Initiators Name:  _____ Initiators Org Code: XXXX_
Initiators Phone: ( ___ ) ___ - ____      STD: (   )   NSN: 6530 _____
 Item Name: WHEELCHAIR, MOTORIZED CART********************************
Mfg's Code: 21123  Mfg's Name: EVEREST AND JENNINGS INC_____   Mfg Year: 1988
 Model No: MOBIE-L-B_____     Part No: _____
Serial No: 2869171_____     MMA Code: __    CC: **   Cap Sens Code: Q
 CURR QTY: 1****        UNIT OF MEASURE: EA     UNIT ACQ COST: 1157.00******

 Stock Status Code: 5        Contr Prop: _          Tag No: _____
Reimbursement Code: _      Grantee Prop: _     Contr/Grant No: _____
Exc/Sale: _ Unclaimed Prop: _ Date Found: __ __ ____   Fair Mkt: _____

Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y
Item Desc: _____ More: _
                                                   RETAIN (Y/N): N
Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
          HELP  LOPF  PREV        CNCL                    CLEAR        EXIT
```

INPUT DATA

- Local Ref No

- Turn-In Doc No   input value = your document number

- Initiators Name

- Initiators Org Code

- Initiators Phone

- NSN

- Item Name

- Mfg's Code   input values = blank, valid code, **ZZZZZ** or **XXXXX**. If using Z or X see corresponding entry for Mfg's Name.

- Mfg's Name   input values = blank, name with matching Mfg's Code, **UNKNOWN** with **ZZZZZZ** Mfg's Code, or **MFG CODE NOT ASSIGNED** with **XXXXX** Mfg's Code

- Mfg Year

- Model No

- Part No

305

- Serial No

- MMA Code

- CC

- Cap Sens Code   input values = **N**, **X**, **Q**, **M** or **P**

- Qty

- Unit of Measure

- Unit Acq Cost

- Stock Status Code   input values = **1** for Store Stock, **2** for Program Stock, **3** for Stand-By-Stock, **4** for Capitalized Equipment, **5** for all other property

- Contr Prop   input value = **Y** or **blank**

- Tag No

- Reimbursement Code

- Grantee Prop   input value = **Y** or **blank**

- Contr/Grant No

- Exc/Sale   input value = **Y** or **blank**

- Unclaimed Prop   input value = **Y** or **blank**

- Date Found   input format = **MM/DD/YYYY**

- Fair Mkt

- Mat Inv   input value = **Y** or **blank**

- Shelf Life Type

- Exp Date

- Ext Date

- Haz Mat Code

- Haz Mat Ind

- Precious Metals Code

- Print Pickup Doc   input value = **Y** or **N**

- Item Desc

- More   input value = **Y** or **blank**

- Retain   input value = **Y** or **N** (Default = N)

- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

If a 'Y' is entered in the More field, the system displays a pop-up window (ND4110MN) allowing the user to enter Additional Item Description Data.

The first line of the description contains the last line of data from the previous screen and allows for modification.

```
ND4110MN                    ITEM DESCRIPTION

PROP       ITEM 1_____       1
DESC              _____       2
                  _____       3
                  _____       4
                  _____       5
                  _____       6

TECH              _____
HEADERS           _____
                  _____
                  _____
                  _____

TECH              _____       1
DESC              _____       2
                  _____       3
                  _____       4
                  _____       5
                  _____       6

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
       HELP  LOPF              CNCL        PGUP  PGDN        INSRT
```

INPUT DATA

•   Prop Desc

•   Tech Headers

•   Tech Desc

NOTE: The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

• Press **<Enter>**. NPDMS displays the ADD SCREEN 2 (ND4110MB) or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you press **PF17** to Cancel, NPDMS displays the NON-CONTROLLED PROPERTY ADD (ND4110MA).

IF Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM        03/01/01
ND4110MA / ND4110PA            NON-CONTROLLED PROPERTY ADD          14:45:56
                                   A CA                               MSXXX
                                    Cust Acct No: 16230 ECN: G080140
Local Ref No: _____ Turn-In Doc No: _____
 Initiators Name: _____ Initiators Org Code: XXXX_
Initiators Phone: ( ___ ) ___ - ____        STD: (  )   NSN: 6530 _____
 Item Name: WHEELCHAIR, MOTORIZED CART*********************************
Mfg's Code: 21123  Mfg's Name: EVEREST AND JENNINGS INC_____    Mfg Year: 1988
 Model                                                             ___
Serial  ┌──────────────────────────────────────────────┐        ode: Q
  CURR  │ ND4110MI    Please Enter Appropriation Data:   │        *****
        │                                                │
 Stock  │      _____ │        _____
Reimbu  │                                                │        ____
Exc/Sa  │             Enter 'C' to Cancel: _             │        _____
        └──────────────────────────────────────────────┘         __
Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y
Item Desc: _____ More: _
                                                     RETAIN (Y/N): N
Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
        HELP  LOPF  PREV        CNCL                    CLEAR        EXIT
```

INPUT DATA

• Additional Item Description.

• Enter 'C' to Cancel   input value = **C** or **blank**

• Press <**ENTER**>. NPDMS then displays the Y2K Status pop-up window. If you enter C to cancel, NPDMS will display the NON-CONTROLLED PROPERTY ADD (ND4110MA).

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      MM/DD/YY
   ND4110MA / ND4110PA            NON-CONTROLLED PROPERTY ADD          HH:MM:SS
                                       A CA                             XXXXX
                                              Cust Acct No: 33001
   Local Ref No: _____ Turn-In Doc No: _____
    Initiators Name: _____ Initiators Org Code: _____
   Initiators Phone:( ___ ) ___ - ____              NSN: 7021 _____
    Item N                    Y2K STATUS                      *********
   Mfg's C                                                    Mfg Year: 2001
    Model      Status Code:  *  'Y' = Y2K Compliant          _____
   Serial                       'N' = Not Y2K Compliant      Cap Sens Code: X
    CURR                        'U' = Unknown Status          : 125**********

    Stock      Certifier's                                    : _____
   Reimbur     Name: _____          : _____
   Exc/Sal                                                     : _____
   Mat Inv                                                     : __ __ ____
   Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y
   Item Desc: _____ More: _
                                                          RETAIN (Y/N): N
   Navigation: _____
   Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
         HELP  LOPF  PREV        CNCL                CLEAR               EXIT
```

INPUT DATA

- Status Code   Input value = Y, N, or U

- Certifier's Name

- Press **<Enter>**. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter **C** to Cancel, NPDMS displays the NON-CONTROLLED PROPERTY ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      03/01/01
ND4110MB / ND4110PA               ADD SCREEN 2                     14:49:46
                                     A CA                          MSXXX

    Install Name: MARSHALL SPACE FLIGHT CENTER*************
  Contact Person: XXXXXXXXXXXXX****************  Phone:( XXX ) XXX - XXXX
        Address: BLDG XXXX********************  Bldg: XXXX****** Room: XXXXX
Property         _____   Fax:( XXX ) XXX - XXXX
Location    City: HUNTSVILLE**********           State: AL Zip: XXXXX ____
         Country: _____
Report To: GSA Region: 04  or  DRMO DODAAC: _____   Print Doc (Y/N): N
Warehouse Loc: _____        Warehoused Date: __ __ ____
DML Code: _    Foreign Prop: _   Reclam Code: _     CC: A1    Artifact: _
             DAYS                         Begin Dates     End Dates
             21_      Installation Screening:  03 01 2001     03 22 2001
Screening    21_        NASA-Wide Screening:  03 01 2001     03 22 2001
Timeframes   21_     Other Federal Screening:  03 23 2001     04 13 2001
             21_         Donation Screening:  04 14 2001     05 05 2001
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)
ADDITIONAL COMPONENT ITEMS (Y/N): N    ECN: _____    CUST ACCT NO: _____
Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
           HELP  LOPF  PREV        CNCL                      CLEAR         EXIT
```

INPUT DATA

- Install Name   input value = your center name

- Contact Person

- Phone

- Address (line 1)

- Bldg

- Room

- Address (line 2)

- Fax

- City

- State

- Zip

- Country

- Report to:

— GSA Region   input value = **blank**

— DRMO DODAAC   input value = transferring DRMO DODAAC

- Print Doc   input value = **Y** or **N**

- Warehouse Loc

- Warehoused Date   input format = **MM/DD/YYYY**

- DML Code

- Foreign Prop   input value = **Y** or **blank**

- Reclaim Code   input values = **Y**, **R**, or **N**

- CC

- Artifact   input value = **Y** or **blank**

If the default values at <u>Screening Timeframes</u> Days require modification at the time of the initial Add, input the following:

- Screening Timeframes

- Days

- Installation Screening

  — Begin Dates   input format = **MM/DD/YYYY**

  — End Dates   input format = **MM/DD/YYYY**

- Days

- NASA-Wide Screening

  — Begin Dates   input format = **MM/DD/YYYY**

  — End Dates   input format = **MM/DD/YYYY**

- Days

- Other Federal Screening

  — Begin Dates   input format = **MM/DD/YYYY**

  — End Dates   input format = **MM/DD/YYYY**

- Days

- Donation Screening

  — Begin Dates   input format = **MM/DD/YYYY**

  — End Dates   input format = **MM/DD/YYYY**

- Method

  — Install   input values = **C**, **F**, **L**, or **N**

  — NASA-Wide   input values = **C, F, L** or **N**

- Additional Component Items   input values = **Y** or **N**

- ECN   input value = next case to be added, if any

- Cust Acct No   input value = next case to be added, if any

- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe).   If the total screening timeframe exceeds 130 days, the system issues a warning message.   Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

If the Contact Person is changed, NPDMS displays the following pop-up window:

```
                  NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM        05/16/02
ND4110MB / ND4110PA              ADD SCREEN 2                      12:24:17
                                 A CA                              MSKKF

      Install Name: MARSHALL SPACE FLIGHT CENTER************
    Contact Person: kerrie farbman****************  Phone:( 205 ) 544 - 8394
          Address: BLDG 4201*******************  Bldg: 8025****** Room: _____
Property          _____    Fax:( 205 ) 544 - 1836
Location    City: HUNTSFILLE**********          State: AL Zip: 35812 ____
         Country: _____
Rep +----------------------------------------------------------------+
War !                                                                !
DML !  PODI E-MAIL ADDRESS:                                          ! t: _
    !                                                                !
    !  NEAL.CANTRELL@MSFC.NASA.GOV                                   ! 2
Scr !                                                                ! 2
Tim +----------------------------------------------------------------+ 2
              21_      Donation Screening:  06 08 2002      06 29 2002
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)
ADDITIONAL COMPONENT ITEMS (Y/N): N     ECN: _____    CUST ACCT NO: _____
Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV         CNCL                  CLEAR             EXIT
```

INPUT DATA

•   PODI E-Mail Address

NPDMS then displays appropriate data fields that are populated on the DRMO DATA screen (ND4110MD).

```
                  NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM        03/01/01
ND4110MD / ND4110PA              DRMO DATA                         14:32:18
                                                                  MSXXX

Local Ref No:                        Turn-In Doc No:
Appropriation Data:
Reimbursement Code:     Exc/Sale:   Unclaimed Prop:    Fair Mkt:

This property is scheduled to be reported on          to DoDAAC:


Ship from Fedstrip ACC:                     Supplementary Address:



Document Identifier Code: TID ADPE Identification: _   Physical Security: *
Disposal Authority Code: *      Mark For: __
Additional Data Code:    Shipping:   __ DRMO Receiving:    __
                      _____              __
Navigation: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP  LOPF
```

INPUT DATA

- ADPE Identification   input values = **1**, **2**, **3**, **4**, **5**, **6**, **7**, **8**, **9**, **0,**
                               or **blank**

- Physical Security   input values = **A** - **Z**, **1** - **9**

- Disposal Authority Code   input values = **N**, **M**, or **R**

- Mark For   input value = **HM** or **HW**

- Additional Data Code

  — Shipping

  — DRMO Receiving

- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

- The following occurs: The NPDMS Case File is updated. An unique Property Case Number is generated. An E01 Add Transaction is generated. If warehouse location data (Warehouse Loc and Warehoused Date) are entered, a T02 Receipt Transaction is generated.

- NPDMS then displays the message *'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)'* and returns to the Transaction Menu (ND5000MA).

4.8.1.7 Controlled Component System Item Add with DRMO Transfer

With the valid entry of an ECN, this process extracts data from NEMS. The Component System Item Controlled Add With DRMO Transfer function allows the user to add item data and modify extracted NEMS data.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the Transaction Menu (ND5000MA), type **1** at Enter Selection, enter the ECN and optionally the Cust Acct No to access the COMPONENT SYSTEM CONTROLLED PROPERTY ADD screen (ND4110MA).

- Press **<Enter>**. NPDMS then verifies that the entered ECN does not already have an active Case in NPDMS, that the entered ECN does exist in NEMS, extracts all of the common data from the NEMS File. If the Cust Acct No is entered, the system verifies that there is a match

on the ECN and Cust Acct No. The CONTROLLED PROPERTY ADD screen (ND4110MA) displays the extracted NEMS and Center default data, and places the cursor at the first input field.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM        03/01/01
ND4110MA / ND4110PA      COMPONENT SYSTEM CONTROLLED ITEM ADD       15:09:16
                              A CA                                    MSXXX
Prop Case No:                      Item ID     Cust Acct No: 33001 ECN:
Local Ref No: _____ Turn-In Doc No: _____
 Initiators Name: _____ Initiators Org Code: _____
Initiators Phone:( ___ ) ___ - ____                  NSN: **** _____
 Item Name: ********************************************************
Mfg's Code: _____  Mfg's Name: _____ Mfg Year: ____
 Model No: _____     Part No: _____
Serial No: _____     MMA Code: __     CC: **     Cap Sens Code: X
  CURR QTY: *****        UNIT OF MEASURE: **     UNIT ACQ COST: *************

 Stock Status Code: 5       Contr Prop: _        Tag No: _____
Reimbursement Code: _       Grantee Prop: _    Contr/Grant No: _____
Exc/Sale: _ Unclaimed Prop: _ Date Found: __ __ ____    Fair Mkt: _____
Mat Inv: _ SHELF LIFE TYPE: 0   EXP DATE: __ __ ____     EXT DATE: __ __ ____
Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y
Item Desc: _____ More: _
                                                         RETAIN (Y/N): N
Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV       CNCL                CLEAR               EXIT
```

EXTRACTED FROM NEMS

- ECN

- Initiators Org Code

- Std

- NSN

- Item Name

- Mfg's Code

- Mfg's Name

- Mfg Year

- Model No

- Part No

- Serial No

- Cap Sens Code

- Unit Acq Cost

- Tag No

INPUT DATA

- Local Ref No

- Turn-in Doc No   input value = your document number

- Initiators Name

- Initiators Org Code

- Initiators Phone

- NSN

- Item Name

- Mfg's Code   input values = valid code, **ZZZZZ** or **XXXXX**. If using Z or X see corresponding entry for Mfg's Name.

- Mfg's Name   input values = name with matching Mfg's Code, **UNKNOWN** with **ZZZZZZ** Mfg's Code, or **MFG CODE NOT ASSIGNED** with **XXXXX** Mfg's Code

- Mfg Year

- Model No

- Part No

- Serial No

- MMA Code

- CC

- Unit Acq Cost

- Stock Status Code   input values = **1** for Store Stock, **2** for Program Stock, **3** for Stand-By-Stock, **4** for Capitalized Equipment, **5** for all other property

- Contr Prop   input value = **Y** or **blank**

- Tag No

- Reimbursement Code

- Grantee Prop   input value = **Y** or **blank**

- Contr/Grant No

- Exc/Sale   input value = **Y** or **blank**

- Unclaimed Prop   input value = **Y** or **blank**

- Date Found   input format = **MM/DD/YYYY**

- Fair Mkt

- Haz Mat Code

- Haz Mat Ind

- Precious Metals Code

- Print Pickup Doc   input value = **Y** or **N**

- Item Desc

- More   input value = **Y** or **blank**

- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

If a 'Y' is entered in the More field, NPDMS displays pop-up window (ND4110MN) allowing the user to enter additional Item Description Data.

If a 'Y' is entered in the Retain field, certain data elements on the screen are saved and are displayed for the processing of the next case.

The first line of the description contains the last line of data from the previous screen and allows for modification.

```
ND4110MN                    ITEM DESCRIPTION

PROP      ITEM 1_____    1
DESC            _____    2
                _____    3
                _____    4
                _____    5
                _____    6


TECH            _____
HEADERS         _____
                _____
                _____


TECH            _____    1
DESC            _____    2
                _____    3
                _____    4
                _____    5
                _____    6


Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF                CNCL       PGUP  PGDN       INSRT
```

INPUT DATA

- Prop Desc

- Tech Headers

- Tech Desc

NOTE: The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

- Press **<Enter>**. NPDMS displays the ADD SCREEN 2 (ND4110MB) or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you press **PF17** to Cancel, NPDMS displays the NON-CONTROLLED PROPERTY ADD (ND4110MA).

IF Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

```
              NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MA / ND4110PA       COMPONENT SYSTEM CONTROLLED ITEM ADD   12:20:05
                              A CA                            MSXXX
                              Cust Acct No: 33001
Local Ref No: _____  Turn-In Doc No: _____
 Initiators Name: _____  Initiators Org Code: _____
Initiators Phone: ( ___ ) ___ - ____            NSN: 7021 _____
 Item Name: TEST 1****************************************************
Mfg's Code: _____  Mfg's Name: _____       Mfg Year: ____
  Model                                                        ___
Serial  _____     ode: X
  CURR  | ND4110MI     Please Enter Appropriation Data:   |   *****
        |                                                 |
  Stock |    _____    |   ____
Reimbu  |                                                 |   ___
Exc/Sa  |             Enter 'C' to Cancel: _              |   ____
Mat In  |_____|   __
Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y
Item Desc: TEST_____ More: _
                                               RETAIN (Y/N): N
Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR         EXIT
```

INPUT DATA

- Appropriation Data

- Enter 'C' to Cancel   input value = **C** or **blank**

- Press **<Enter>**. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter **C** to Cancel, NPDMS displays the COMPONENT SYSTEM CONTROLLED PROPERTY ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

```
                 NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      03/01/01
ND4110MB / ND4110PA             ADD SCREEN 2                    12:26:45
                                    A CA                          MSXXX

     Install Name: MARSHALL SPACE FLIGHT CENTER*************
   Contact Person: XXXXXXXXXXXXX****************  Phone:( XXX ) XXX - XXXX
          Address: BLDG XXXX********************  Bldg: 8025****** Room: _____
Property                  _____  Fax:( XXX ) XXX - XXXX
Location     City: HUNTSVILLE**********           State: AL Zip: XXXXX ____
          Country: _____
Report To: GSA Region: 04  or  DRMO DODAAC: _____    Print Doc (Y/N): N
Warehouse Loc: _____       Warehoused Date: __ __ ____
DML Code: _    Foreign Prop: _    Reclam Code: _     CC: A1      Artifact: _
              DAYS                         Begin Dates     End Dates
               21_     Installation Screening:  03 01 2001    03 22 2001
Screening      21_       NASA-Wide Screening:   03 01 2001    03 22 2001
Timeframes     0__     Other Federal Screening: 03 23 2001    03 23 2001
               21_         Donation Screening:  03 24 2001    04 14 2001
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)
ADDITIONAL COMPONENT ITEMS (Y/N): N    ECN: _____    CUST ACCT NO: _____
Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
          HELP  LOPF  PREV       CNCL                 CLEAR           EXIT
```

INPUT DATA

- Install Name   input value = your center name

- Contact Person

- Phone

- Address (line 1)

- Bldg

- Room

- Address (line 2)

- Fax

- City

- State

- Zip

- Country

- Report to:

    — GSA Region   input value = **blank**

    — DRMO DODAAC   input value = transferring DRMO
                          DODAAC

- Print Doc   input values = **Y** or **N**

- Warehouse Loc

- Warehoused Date   input format = **MM/DD/YYYY**

- DML Code

- Foreign Prop   input value = **Y** or **blank**

- Reclam Code   input values = **Y**, **R**, or **N**

- CC

- Artifact   input value = **Y** or **blank**

If the default values at <u>Screening Timeframes</u> Days require modification at the time of the initial Add, input the following:

- Screening Timeframes

- Days

- Installation Screening

    — Begin Dates   input format = **MM/DD/YYYY**

    — End Dates   input format = **MM/DD/YYYY**

- Days

- NASA-Wide Screening

    — Begin Dates   input format = **MM/DD/YYYY**

    — End Dates   input format = **MM/DD/YYYY**

- Days

- Other Federal Screening

    — Begin Dates   input format = **MM/DD/YYYY**

    — End Dates   input format = **MM/DD/YYYY**

- Days

- Donation Screening

    — Begin Dates   input format = **MM/DD/YYYY**

    — End Dates   input format = **MM/DD/YYYY**

- Method

  — Install   input values = **C**, **F**, **L**, or **N**

  — NASA-Wide   input values = **C, F, L** or **N**

- Additional Component Items   input values = **Y** or **N**

NOTE: If you want to add more component items, enter Y

- ECN   input value = next case to be
  added, if any

- Cust Acct No   input value = next case to be
  added, if any

- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages
  with the cursor placed at the first field in error. After the corrected data has been entered,
  press **<Enter>**. The system continues to validate each data field until all data passes the
  edit checks.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g.,
ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one
million dollars). The system uses the category of the data to extract default total screening from
the Screening Days Table. The total screening timeframe is the period from the earliest begin date
to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin
Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the
system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

If the Contact Person is changed, NPDMS displays the following pop-up window:

```
                    NASA  PROPERTY  DISPOSAL  MANAGEMENT  SYSTEM          05/16/02
ND4110MB / ND4110PA                   ADD SCREEN 2                        12:24:17
                                         A CA                              MSKKF

       Install Name: MARSHALL SPACE FLIGHT CENTER************
     Contact Person: kerrie farbman****************  Phone:( 205 ) 544 - 8394
           Address: BLDG 4201*******************  Bldg: 8025****** Room: ____
Property                   _____     Fax:( 205 ) 544 - 1836
Location     City: HUNTSFILLE**********           State: AL Zip: 35812 ____
          Country: _____
Rep +----------------------------------------------------------------+
War !                                                                !
DML !   PODI E-MAIL ADDRESS:                                         ! t: _
    !                                                                !
    !   NEAL. CANTRELL@MSFC. NASA. GOV                               ! 2
Scr !                                                                ! 2
Tim +----------------------------------------------------------------+ 2
               21_       Donation Screening:  06 08 2002      06 29 2002
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)
ADDITIONAL COMPONENT ITEMS (Y/N): N    ECN: _____    CUST ACCT NO: _____
Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
       HELP  LOPF  PREV        CNCL              CLEAR              EXIT
```

INPUT DATA

• PODI E-Mail Address

• Press **<Enter>**. Depending on the previous data entries, NPDMS then displays one of the following screens:

— If you are not finished entering component items (i.e., Additional Component Items equals **Y** on the ADD SCREEN 2), then the COMPONENT SYSTEM CONTROLLED PROPERTY ADD (ND4110MA) screen displays with the message *'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s)'.*

— If you are finished entering component items (i.e., Additional Component Items equals **N** on the ADD SCREEN 2), the DRMO DATA screen (ND4110MD) screen displays with the message *'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s)'.*

— After each item entry, the NPDMS Case File is updated with a unique Property Case Number; also, the NPDMS Transaction File is updated with the following transactions: E01 Add Transaction, X90 or I90 (if an inventory discrepancy is found) Transaction to identify NEMS Equipment data, and T02 Receipt Transaction if warehouse data is entered.

If a **Y** is incorrectly entered at the Additional Component Items field on the ADD SCREEN 2 (ND4110MB), the user can use the PF17 Key to Cancel.

NPDMS then displays appropriate data fields that are populated on the DRMO DATA screen (ND4110MD).

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      03/01/01
  ND4110MD / ND4110PA                DRMO DATA                    14:32:18
                                                                 MSXXX

  Local Ref No:                        Turn-In Doc No:
  Appropriation Data:
  Reimbursement Code:    Exc/Sale:    Unclaimed Prop:    Fair Mkt:

  This property is scheduled to be reported on          to DoDAAC:


  Ship from Fedstrip ACC:                    Supplementary Address:



  Document Identifier Code: TID  ADPE Identification: _   Physical Security: *
  Disposal Authority Code: *     Mark For: __
  Additional Data Code:   Shipping:   __  DRMO Receiving:    __
                          _____            __
  Navigation: _____
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        HELP  LOPF
```

INPUT DATA

- ADPE Identification   input values = **1**, **2**, **3**, **4**, **5**, **6**, **7**, **8**, **9**, **0,** or **blank**

- Physical Security   input values = **A** - **Z**, **1** - **9**

- Disposal Authority Code   input values = **N, M** or **R**

- Mark For   input value = **HM** or **HW**

- Additional Data Code

   — Shipping

   — DRMO Receiving

- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

After entry of component system items (at least 2 component system items) to make up a component system, NPDMS displays the COMPONENT SYSTEM PROPERTY CASE ADD screen (ND4110ME).

Appropriate data fields are populated and displayed by the system.

```
                     NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM        03/01/01
ND4110ME / ND4110PA        COMPONENT SYSTEM PROPERTY CASE ADD        11:56:11
                                      A I                           MSXXX
Prop Case No: 804101 5335C242


   Haz Mat Ind:      Precious Metals Ind:     Total Number of Components:  3
   DML Code:         Artifact:                Total Acq Cost:        3258.00

Component System Information -
  Component System Name: COMPUTER SYSTEM*************** FSC Code: 7021 CC:  5


               Days                           Begin Dates     End Dates
               21_    Installation Screening:  10 20 1995     11 10 1995
Screening      21_      NASA-Wide Screening:   10 20 1995     11 10 1995
Timeframes     0__    Other Federal Screening: 11 11 1995     11 11 1995
               21_      Donation Screening:    11 12 1995     12 03 1995
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)

Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
        HELP  LOPF  PREV                                CLEAR
```

INPUT DATA

- Component System Name

- FSC Code   input value = component system level FSC

- CC   input value = component system level CC

- Screening Timeframes

- Days

- Installation Screening

  — Begin Dates   input format = **MM/DD/YYYY**

  — End Dates   input format = **MM/DD/YYYY**

- Days

- NASA-Wide Screening

  — Begin Dates   input format = **MM/DD/YYYY**

  — End Dates   input format = **MM/DD/YYYY**

- Days

- Other Federal Screening

—   Begin Dates   input format = **MM/DD/YYYY**

—   End Dates   input format = **MM/DD/YYYY**

•   Days

•   Donation Screening

—   Begin Dates   input format = **MM/DD/YYYY**

—   End Dates   input format = **MM/DD/YYYY**

•   Method

—   Install   input values = **C**, **F**, **L**, or **N**

—   NASA-Wide   input values = **C, F, L** or **N**

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

•   NPDMS calculates the Haz Mat Ind, Precious Metals Ind, Total Number of Components, DML Code, Artifact, and Total Acq Cost.

•   Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

•   The following occurs: The NPDMS Case File is updated. All item records for the specific component system are updated with the component level data.

•   NPDMS then displays the message *'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)'* and returns to the Transaction Menu (ND5000MA).

4.8.1.8 Non-Controlled Component System Item Add with DRMO Transfer

This process allows the user to enter Component System Item Non-Controlled Add With DRMO Transfer data.

- From the Transaction Menu (ND5000MA), type **1** at Enter Selection to access the
  COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD screen (ND4110MA).

Appropriate data fields are populated and displayed by the system.

```
                NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      03/01/01
ND4110MA / ND4110PA        COMPONENT SYSTEM NON-CONTROLLED ITEM ADD   15:09:16
                              A CA                          MSXXX
Prop Case No:                    Item ID   Cust Acct No: 33001 ECN:
Local Ref No: _____ Turn-In Doc No: _____
 Initiators Name: _____ Initiators Org Code: _____
Initiators Phone: ( ___ ) ___ - ____                  NSN: **** _____
 Item Name: *******************************************************
Mfg's Code: _____  Mfg's Name: _____  Mfg Year: ____
 Model No: _____     Part No: _____
Serial No: _____  MMA Code: __    CC: **    Cap Sens Code: X
  CURR QTY: *****        UNIT OF MEASURE: **    UNIT ACQ COST: *************

 Stock Status Code: 5        Contr Prop: _           Tag No: _____
Reimbursement Code: _        Grantee Prop: _    Contr/Grant No: _____
Exc/Sale: _ Unclaimed Prop: _ Date Found: __ __ ____   Fair Mkt: _____
Mat Inv: _ SHELF LIFE TYPE: 0   EXP DATE: __ __ ____    EXT DATE: __ __ ____
Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y
Item Desc: _____ More: _
                                                   RETAIN (Y/N): N
Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
        HELP  LOPF  PREV        CNCL                    CLEAR           EXIT
```

INPUT DATA

- Local Ref No

- Turn-In Doc No   input value = your document number

- Initiators Name

- Initiators Org Code

- Initiators Phone

- NSN

- Item Name

- Mfg's Code   input values = blank, valid code, **ZZZZZ**
  or **XXXXX**. If using Z or X see corresponding entry for
  Mfg's Name.

- Mfg's Name   input values = blank, name with
  matching Mfg's Code, **UNKNOWN** with **ZZZZZZ** Mfg's
  Code, or **MFG CODE NOT ASSIGNED** with **XXXXX** Mfg's
  Code

- Mfg Year

- Model No

- Part No

- Serial No

- MMA Code

- CC

- Cap Sens Code   input values = **N**, **X**, **Q**, **M** or **P**

- Qty

- Unit of Measure

- Unit Acq Cost

- Stock Status Code   input values = **1** for Store Stock, **2** for
                          Program Stock, **3** for Stand-By-Stock, **4**
                          for Capitalized Equipment, **5** for all other property

- Contr Prop   input value = **Y** or **blank**

- Tag No

- Reimbursement Code

- Grantee Prop   input value = **Y** or **blank**

- Contr/Grant No

- Exc/Sale   input value = **Y** or **blank**

- Unclaimed Prop   input value = **Y** or **blank**

- Date Found   input format = **MM/DD/YYYY**

- Fair Mkt

- Mat Inv   input value = **Y** or **blank**

- Shelf Life Type

- Exp Date

- Ext Date

- Haz Mat Code

- Haz Mat Ind

- Precious Metals Code

- Print Pickup Doc   input value = **Y** or **N**

- Item Desc

- More   input value = **Y** or **blank**

- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

If a 'Y' is entered in the More field, the system displays a pop-up window (ND4110MN) allowing the user to enter Additional Item Description Data.

If a 'Y' is entered in the Retain field, certain data elements on the screen are saved and are displayed for the processing of the next case.

The first line of the description contains the last line of data from the previous screen and allows for modification.

```
ND4110MN                    ITEM DESCRIPTION

PROP      ITEM 1_____        1
DESC           _____        2
               _____        3
               _____        4
               _____        5
               _____        6


TECH           _____
HEADERS        _____
               _____
               _____


TECH           _____       1
DESC           _____       2
               _____       3
               _____       4
               _____       5
               _____       6

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF              CNCL        PGUP  PGDN        INSRT
```

INPUT DATA

- Prop Desc

- Tech Headers

- Tech Desc

NOTE: The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

- Press **<Enter>**. NPDMS displays the ADD SCREEN 2 (ND4110MB) or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you press **PF17** to Cancel, NPDMS displays the NON-CONTROLLED PROPERTY ADD (ND4110MA).

IF Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM        03/01/01
      ND4110MA / ND4110PA      COMPONENT SYSTEM NON-CONTROLLED ITEM ADD     14:11:00
                                                                           MSXXX
      Prop Case No:                 Item No:       Cust Acct No: 16230 ECN: G080140
      Local Ref No: _____ Turn-In Doc No: _____
       Initiators Name: _____ Initiators Org Code: XXXX_
      Initiators Phone: ( ___ ) ___ - ____        STD: (   )   NSN: XXXX _____
       Item Name: WHEELCHAIR, MOTORIZED CART********************************
      Mfg's Code: XXXXX  Mfg's Name: EVEREST AND JENNINGS INC_____    Mfg Year: XXXX
        Model                                                              ___
      Serial   ┌──────────────────────────────────────────────┐   ode: Q
        CURR   │ ND4110MI     Please Enter Appropriation Data:  │   *****
               │                                                │
        Stock  │   _____      │   _____
      Reimbu   │                                                │   ___
      Exc/Sa   │             Enter 'C' to Cancel: _             │   _____
               └──────────────────────────────────────────────┘   __
      Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y
      Item Desc: _____ More: _
                                                            RETAIN (Y/N): N
      Navigation: _____
      Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                  CLEAR           EXIT
```

INPUT DATA

- Appropriation Data

- Enter 'C' to Cancel   input value = **C** or **blank**

- Press <**ENTER**>. NPDMS then displays the Y2K Status pop-up window. If you enter C to cancel, NPDMS will display the COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD (ND4110MA).

```
                          NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM     MM/DD/YY
    ND4110MA / ND4110PA          NON-CONTROLLED PROPERTY ADD           HH:MM:SS
                                      A CA                              XXXXX
                                           Cust Acct No: 33001
    Local Ref No: _____ Turn-In Doc No: _____
     Initiators Name: _____ Initiators Org Code: _____
    Initiators Phone:( ___ ) ___ - ____              NSN: 7021 _____
     Item N                    Y2K STATUS                     *********
    Mfg's C                                                    Mfg Year: 2001
     Model       Status Code:  *  'Y' = Y2K Compliant         _____
    Serial                        'N' = Not Y2K Compliant     Cap Sens Code: X
      CURR                        'U' = Unknown Status         : 125**********

     Stock       Certifier's                                  : _____
    Reimbur      Name: _____        : _____
    Exc/Sal                                                    : _____
    Mat Inv                                                    : __ __ ____
    Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y
    Item Desc: _____ More: _
                                                             RETAIN (Y/N): N
    Navigation: _____
    Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
         HELP  LOPF  PREV       CNCL                CLEAR              EXIT
```

INPUT DATA

- Status Code   Input value = Y, N, or U

- Certifier's Name

- Press **<Enter>**. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter **C** to Cancel, NPDMS displays the COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

```
                  NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MB / ND4110PA      COMPONENT SYSTEM ITEM ADD SCREEN 2      12:26:45
                                                                  MSXXX


     Install Name: MARSHALL SPACE FLIGHT CENTER*************
   Contact Person: XXXXXXXXXXXXX****************  Phone:( XXX ) XXX - XXXX
          Address: BLDG XXXX********************  Bldg: XXXX****** Room: _____
Property                _____  Fax:( XXX ) XXX - XXXX
Location     City: HUNTSVILLE**********          State: AL Zip: XXXXX ____
          Country: _____
Report To: GSA Region: 04  or  DRMO DODAAC: _____   Print Doc (Y/N): N
Warehouse Loc: _____       Warehoused Date: __ __ ____
DML Code: _    Foreign Prop: _    Reclam Code: _    CC: A1    Artifact: _
              DAYS                          Begin Dates    End Dates
              21_      Installation Screening: 03 01 2001   03 22 2001
Screening     21_         NASA-Wide Screening: 03 01 2001   03 22 2001
Timeframes    0__      Other Federal Screening: 03 23 2001  03 23 2001
              21_          Donation Screening: 03 24 2001   04 14 2001
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)
ADDITIONAL COMPONENT ITEMS (Y/N): N    ECN: _____    CUST ACCT NO: _____
Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
           HELP  LOPF  PREV        CNCL                    CLEAR        EXIT
```

INPUT DATA

- Install Name   input value = your center name

- Contact Person

- Phone

- Address (line 1)

- Bldg

- Room

- Address (line 2)

- Fax

- City

- State

- Zip

- Country

- Report to:

  — GSA Region   input value = **blank**

  — DRMO DODAAC   input value = transferring DRMO
                                     DODAAC

- Print Doc   input value = **Y** or **N**

- Warehouse Loc

- Warehoused Date   input format = **MM/DD/YYYY**

- DML Code

- Foreign Prop   input value = **Y** or **blank**

- Reclaim Code   input values = **Y**, **R**, or **N**

- CC

- Artifact   input value = **Y** or **blank**

If the default values at <u>Screening Timeframes</u> Days require modification at the time of the initial Add, input the following:

- Screening Timeframes

- Days

- Installation Screening

  —   Begin Dates   input format = **MM/DD/YYYY**

  —   End Dates   input format = **MM/DD/YYYY**

- Days

- NASA-Wide Screening

  —   Begin Dates   input format = **MM/DD/YYYY**

  —   End Dates   input format = **MM/DD/YYYY**

- Days

- Other Federal Screening

  —   Begin Dates   input format = **MM/DD/YYYY**

  —   End Dates   input format = **MM/DD/YYYY**

- Days

- Donation Screening

  —   Begin Dates   input format = **MM/DD/YYYY**

  —   End Dates   input format = **MM/DD/YYYY**

- Method

    — Install   input values = **C**, **F**, **L**, or **N**

    — NASA-Wide   input values = **C, F, L** or **N**

- Additional Component Items   input values = **Y** or **N**

NOTE: If you want to add more component items, enter Y.

- ECN   input value = next case to be
                                             added, if any

- Cust Acct No   input value = next case to be
                                             added, if any

- NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe).   If the total screening timeframe exceeds 130 days, the system issues a warning message.   Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

If the Contact Person is changed, NPDMS displays the following pop-up window:

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       05/16/02
ND4110MB / ND4110PA                    ADD SCREEN 2                12:24:17
                                        A CA                       MSKKF


      Install Name: MARSHALL SPACE FLIGHT CENTER************
    Contact Person: kerrie farbman****************  Phone: ( 205 ) 544 - 8394
           Address: BLDG 4201******************** Bldg: 8025****** Room: _____
  Property                   _____    Fax: ( 205 ) 544 - 1836
  Location    City: HUNTSFILLE**********          State: AL Zip: 35812 ____
            Country: _____
Rep +--------------------------------------------------------------+
War !                                                              !
DML !  PODI E-MAIL ADDRESS:                                        ! t: _
    !                                                              !
    !   NEAL. CANTRELL@MSFC. NASA. GOV                             ! 2
Scr !                                                              ! 2
Tim +--------------------------------------------------------------+ 2
            21_        Donation Screening:  06 08 2002     06 29 2002
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)
ADDITIONAL COMPONENT ITEMS (Y/N): N     ECN: _____     CUST ACCT NO: _____
Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
     HELP  LOPF  PREV       CNCL                CLEAR              EXIT
```

INPUT DATA

- PODI E-Mail Address

- Press **<Enter>**. Depending on the previous data entries, NPDMS then displays one of the following screens:

  — If you are not finished entering component items (i.e., Additional Component Items equals **Y** on the ADD SCREEN 2), then the COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD (ND4110MA) screen displays with the message *'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s)'.*

  — If you are finished entering component items (i.e., Additional Component Items equals **N** on the ADD SCREEN 2), the DRMO DATA screen (ND4110MD) screen displays with the message *'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s)'.*

  — After each item entry, the NPDMS Case File is updated with a unique Property Case Number; also, the NPDMS Transaction File is updated with the following transactions: E01 Add Transaction and T02 Receipt Transaction if warehouse data is entered.

- If a **Y** is incorrectly entered at the Additional Component Items field on the ADD SCREEN 2 (ND4110MB), the user can use the PF17 Key to Cancel.

NPDMS then displays appropriate data fields that are populated on the DRMO DATA screen (ND4110MD).

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM        03/01/01
       ND4110MD / ND4110PA               DRMO DATA                  14:32:18
                                                                    MSXXX

       Local Ref No:                        Turn-In Doc No:
       Appropriation Data:
       Reimbursement Code:     Exc/Sale:    Unclaimed Prop:     Fair Mkt:

       This property is scheduled to be reported on            to DoDAAC:


       Ship from Fedstrip ACC:                    Supplementary Address:




       Document Identifier Code: TID  ADPE Identification: _   Physical Security: *
       Disposal Authority Code: *     Mark For:  __
       Additional Data Code:   Shipping:   __  DRMO Receiving:   __
                                   _____               __
       Navigation: _____
       Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
             HELP  LOPF
```

INPUT DATA

- ADPE Identification   input values = **1**, **2**, **3**, **4**, **5**, **6**, **7**, **8**, **9**, **0**, or **blank**

- Physical Security   input values = **A - Z**, **1 - 9**

- Disposal Authority Code   input values = **N**, **M**, or **R**

- Mark For   input value = **HM** or **HW**

- Additional Data Code

  — Shipping

  — DRMO Receiving

- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

After entry of component system items (at least 2 component system items) to make up a component system, NPDMS displays the COMPONENT SYSTEM PROPERTY CASE ADD screen (ND4110ME).

Appropriate data fields are populated and displayed by the system.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      03/01/01
ND4110ME / ND4110PA       COMPONENT SYSTEM PROPERTY CASE ADD      14:52:04
                                                                 MSXXX
Prop Case No:


   Haz Mat Ind:        Precious Metals Ind:     Total Number of Components:
   DML Code:           Artifact:                Total Acq Cost:

Component System Information -
  Component System Name: **************************** FSC Code: **** CC: **


                Days                        Begin Dates      End Dates
                0__      Installation Screening:  ** ** ****      ** ** ****
Screening       0__        NASA-Wide Screening:  ** ** ****      ** ** ****
Timeframes      0__     Other Federal Screening:  ** ** ****      ** ** ****
                0__         Donation Screening:  ** ** ****      ** ** ****
Method = Install: * NASA-Wide: * (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)
                          _____              __
Navigation: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        HELP  LOPF  PREV                                           EXIT
```

INPUT DATA

- Component System Name

- FSC Code   input value = component system
                                     level FSC

- CC   input value = component system
                                     level CC

- Screening Timeframes

- Days

- Installation Screening

  — Begin Dates   input format = **MM/DD/YYYY**

  — End Dates   input format = **MM/DD/YYYY**

- Days

- NASA-Wide Screening

  — Begin Dates   input format = **MM/DD/YYYY**

  — End Dates   input format = **MM/DD/YYYY**

- Days

- Other Federal Screening

—	Begin Dates	input format = **MM/DD/YYYY**
—	End Dates	input format = **MM/DD/YYYY**

- Days

- Donation Screening

—	Begin Dates	input format = **MM/DD/YYYY**
—	End Dates	input format = **MM/DD/YYYY**

- Method

—	Install	input values = **C**, **F**, **L**, or **N**
—	NASA-Wide	input values = **C, F, L** or **N**

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

- NPDMS calculates the Haz Mat Ind, Precious Metals Ind, Total Number of Components, DML Code, Artifact, and Total Acq Cost.

- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

- The following occurs: The NPDMS Case File is updated. All item records for the specific component system are updated with the component level data.

- NPDMS then displays the message *'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)'* and returns to the Transaction Menu (ND5000MA).

4.8.1.9 Component System Item Add To Existing Component System

This Add process allows the user to Add an item to an established component system.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

• From the Transaction Menu (ND5000MA), type **1** at Enter Selection, enter an existing Component System Prop Case No and Press **<Enter>**. This brings up ND4110MA screen with Prop Case No and Next Item Id (assigned by the system).

• Appropriate data fields are populated and displayed by the system.

• Refer to the following UOG sections for step-by-step instructions:

— 4.8.1.3 (Controlled Component System Item Add with GSA Reporting)

— 4.8.1.4 (Non-Controlled Component System Item Add with GSA Reporting)

— 4.8.1.7 (Controlled Component System Item Add with DRMO Transfer)

— 4.8.1.8 (Non-Controlled Component System Item Add with DRMO Transfer)

Enter the following input data on the ADD SCREEN 2 (ND4110MB) to add another component item:

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM        03/01/01
ND4110MB / ND4110PA       COMPONENT SYSTEM ITEM ADD SCREEN 2        12:26:45
                                                                   MSXXX
Property Case No:                   Item Id:
    Install Name: MARSHALL SPACE FLIGHT CENTER************
   Contact Person: XXXXXXXXXXXXX****************  Phone:( XXX ) XXX - XXXX
          Address: BLDG XXXX*****************  Bldg: XXXX****** Room: _____
Property                     _____  Fax:( XXX ) XXX - XXXX
Location    City: HUNTSVILLE**********       State: AL Zip: XXXXX ____
         Country: _____
Report To: GSA Region: 04  or  DRMO DODAAC: _____  Print Doc (Y/N): N
Warehouse Loc: _____     Warehoused Date: __ __ ____
DML Code: _    Foreign Prop: _    Reclam Code: _     CC: A1    Artifact: _
             DAYS                       Begin Dates    End Dates
             21_     Installation Screening: 03 01 2001    03 22 2001
Screening    21_        NASA-Wide Screening: 03 01 2001    03 22 2001
Timeframes    0__    Other Federal Screening: 03 23 2001    03 23 2001
             21_        Donation Screening: 03 24 2001    04 14 2001
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)
ADDITIONAL COMPONENT ITEMS (Y/N): N    ECN: _____    CUST ACCT NO: _____
Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                CLEAR              EXIT
```

INPUT DATA
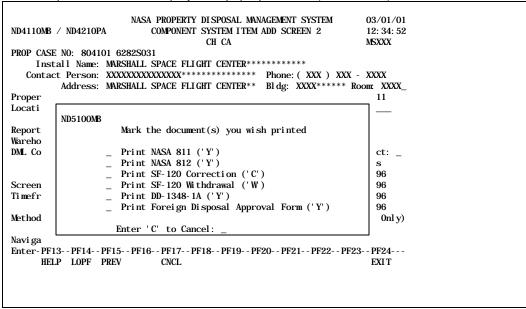
• Print Doc   input value = **Y** or **N**

NOTE: If the property of either case was reported to GSA, the user may wish to generate a correction document to GSA.

• Additional Component Item   input value = **Y**

- Press **<Enter>**.

If Print Doc equals Y, NPDMS displays the pop-up window (ND5100MB).

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM        03/01/01
ND4110MB / ND4210PA         COMPONENT SYSTEM ITEM ADD SCREEN 2      12:34:52
                                    CH CA                           MSXXX
PROP CASE NO: 804101 6282S031
    Install Name: MARSHALL SPACE FLIGHT CENTER************
   Contact Person: XXXXXXXXXXXXXXX***************   Phone:( XXX ) XXX - XXXX
          Address: MARSHALL SPACE FLIGHT CENTER**  Bldg: XXXX****** Room: XXXX_
Proper                                                             11
Locati                                                            ___
       +-----------------------------------------------------+
       | ND5100MB                                            |
Report |          Mark the document(s) you wish printed      |
Wareho |                                                     |
DML Co |     _  Print NASA 811 ('Y')                         |  ct: _
       |     _  Print NASA 812 ('Y')                         |  s
       |     _  Print SF-120 Correction ('C')                |  96
Screen |     _  Print SF-120 Withdrawal  ('W)                |  96
Timefr |     _  Print DD-1348-1A ('Y')                       |  96
       |     _  Print Foreign Disposal Approval Form ('Y')   |  96
Method |                                                     |    Only)
       |          Enter 'C' to Cancel: _                     |
Naviga +-----------------------------------------------------+
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV       CNCL                                 EXIT
```

INPUT DATA

- Print SF-120 Correction ('C')   input value = **C**

- Press **<Enter>**.

If Print SF-120 equals C, NPDMS displays the pop-up window (ND5100MD).

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM        03/01/01
ND4110MB / ND4210PA         COMPONENT SYSTEM ITEM ADD SCREEN 2      12:34:52
                                    CH CA                           MSXXX
PROP CASE NO: 804101 6282S031
    Install Name: MARSHALL SPACE FLIGHT CENTER************
   Contact Person: XXXXXXXXXXXXXXX***************   Phone:( XXX ) XXX - XXXX
          Address: MARSHALL SPACE FLIGHT CENTER**  Bldg: XXXX****** Room: XXXX_
Property         MAIL CODE XXXX_____    Fax:( XXX ) XXX - XXXX
Location    City: MSFC****************             State: AL Zip: XXXXX ____
*******************************************************************
         ND5100MD
                  GSA Withdrawal Approval Date:  **  **  ****

      Withdrawal/Correction Narrative:
  _____
  _____
  _____
  _____

                  Enter 'C' to Cancel: _
*******************************************************************
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)

Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV       CNCL                                 EXIT
```

INPUT DATA

- Withdrawal/Correction Narrative

- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**. From this point, NPDMS processing continues the same as in the previously cited UOG Sections. Refer to the appropriate UOG Sections. If you enter **C** to Cancel, NPDMS displays the component System Item Add Screen 2 (ND4110MB).

4.8.1.10 Single and Component System Item Case Add With Receipt

This Add process allows the user to generate a Receipt, which records the physical receipt of personal property by the PDO. To generate a Receipt outside the Add process refer to UOG Section 4.8.4.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the Transaction Menu (ND5000MA), type **1** at Enter Selection to access the Case Add screen,

- Appropriate data fields are populated and displayed by the system.

- Refer to the following UOG sections for step-by-step instructions:

  — 4.8.1.1 (Controlled Add with GSA Reporting)

  — 4.8.1.2 (Non-Controlled Add with GSA Reporting)

  — 4.8.1.3 (Controlled Component System Item Add with GSA Reporting)

  — 4.8.1.4 (Non-Controlled Component System Item Add with GSA Reporting)

  — 4.8.1.5 (Controlled Add with DRMO Transfer)

  — 4.8.1.6 (Non-Controlled Add with DRMO Transfer)

  — 4.8.1.7 (Controlled Component System Item Add with DRMO Transfer)

— 4.8.1.8 (Non-Controlled Component System Item Add with DRMO Transfer)

Enter the following input data on the ADD SCREEN 2 (ND4110MB) to generate a Receipt at the time of Add:

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MB / ND4110PA      COMPONENT SYSTEM ITEM ADD SCREEN 2        12:26:45
                                                                  MSXXX
Prop Case No:                    Item Id:
    Install Name: MARSHALL SPACE FLIGHT CENTER************
  Contact Person: XXXXXXXXXXXXX*****************  Phone:( XXX ) XXX - XXXX
         Address: BLDG XXXX*****************  Bldg: XXXX****** Room: _____
Property              _____  Fax:( XXX ) XXX - XXXX
Location     City: HUNTSVILLE**********           State: AL Zip: XXXXX ____
         Country: _____
Report To: GSA Region: 04  or  DRMO DODAAC: _____    Print Doc (Y/N): N
Warehouse Loc: _____     Warehoused Date: __ __ ____
DML Code: _    Foreign Prop: _     Reclam Code: _      CC: A1     Artifact: _
             DAYS                          Begin Dates    End Dates
              21_      Installation Screening:  03 01 2001     03 22 2001
Screening     21_        NASA-Wide Screening:  03 01 2001     03 22 2001
Timeframes    0__     Other Federal Screening:  03 23 2001     03 23 2001
              21_          Donation Screening:  03 24 2001     04 14 2001
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)
ADDITIONAL COMPONENT ITEMS (Y/N): N    ECN: _____    CUST ACCT NO: _____
Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
     HELP  LOPF  PREV       CNCL                   CLEAR              EXIT
```

INPUT DATA

- Warehouse Loc

- Warehoused Date   input format = **MM/DD/YYYY**

If the default values at <u>Screening Timeframes</u> Days require modification at the time of the initial Add, input the following:

- Screening Timeframes

- Days

- Installation Screening

  — Begin Dates   input format = **MM/DD/YYYY**

  — End Dates   input format = **MM/DD/YYYY**

- Days

342

- • NASA-Wide Screening

  — Begin Dates   input format = **MM/DD/YYYY**

  — End Dates   input format = **MM/DD/YYYY**

- • Days

- • Other Federal Screening

  — Begin Dates   input format = **MM/DD/YYYY**

  — End Dates   input format = **MM/DD/YYYY**

- • Days

- • Donation Screening

  — Begin Dates   input format = **MM/DD/YYYY**

  — End Dates   input format = **MM/DD/YYYY**

- • NPDMS will test for modifications made to the date fields when the **<Enter>** key is pressed. The ND4110MB (ADD SCREEN 2) screen will display again with newly calculated dates.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

- • From this point, NPDMS processing continues the same as in the previously cited UOG Sections. Refer to the appropriate UOG Sections.

4.8.1.11 Non-Controlled/Controlled Property Check

This Add process is initiated for the functional Add of Non-Controlled property Add data. During the Non-Controlled property Add, the system checks for Controlled (NEMS-tagged) property using the manufacturer model, serial number, quantity, and unit of measure. If the quantity equals one (1), and the unit of measure equals each (ea), and a match of the manufacturer model and serial number occurs for a controlled piece of property monitored by NEMS, NPDMS allows the user to process the property as Controlled or Non-Controlled.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the Transaction Menu (ND5000MA), type **1** at Enter Selection to access the NON-CONTROLLED PROPERTY ADD (ND4110MA) screen,

Appropriate data fields are populated and displayed by the system.

```
                  NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      03/01/01
ND4110MA / ND4110PA      NON-CONTROLLED PROPERTY ITEM ADD        10:48:18
                                                                MSXXX
Prop Case No: 804101 5335C242      ITEM ID: 03 Cust Acct No: 33001
Local Ref No: _____ Turn-In Doc No: _____
 Initiators Name: _____ Initiators Org Code: _____
Initiators Phone: ( ___ ) ___ - ____              NSN: **** _____
 Item Name: ********************************************************
Mfg's Code: _____  Mfg's Name: _____  Mfg Year: ____
 Model No: _____    Part No: _____
Serial No: _____    MMA Code: __    CC: **    Cap Sens Code: X
      QTY: *****         UNIT OF MEASURE: **          ACQ COST: *************

 Stock Status Code: 5        Contr Prop: _            Tag No: _____
Reimbursement Code: _       Grantee Prop: _     Contr/Grant No: _____
Exc/Sale: _ Unclaimed Prop: _ Date Found: __ __ ____    Fair Mkt: _____
Mat Inv: _ SHELF LIFE TYPE: 0   EXP DATE: __ __ ____    EXT DATE: __ __ ____
Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y
Item Desc: _____ More: _
                                                    RETAIN (Y/N): N
Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                  CLEAR              EXIT
```

INPUT DATA

- Local Ref No

- Turn-In Doc No   input value = your document number

- Initiators Name

- Initiators Org Code

- Initiators Phone

- NSN

- Item Name
- Mfg's Code   input values = blank, valid code, **ZZZZZ** or **XXXXX**.
  If using Z or X see corresponding entry for
  Mfg's Name.

- Mfg's Name   input values = blank, name with matching Mfg's Code,
  UNKNOWN with **ZZZZZZ** Mfg's Code, or **MFG CODE NOT
  ASSIGNED** with **XXXXX** Mfg's Code

- Mfg Year

- Model No

NOTE: the value cannot be blank or NONE

- Part No

- Serial No

NOTE: the value can not be blank or NONE

- MMA Code

- CC

- Cap Sens Code   input values = **N**, **X**, **Q**, **M** or **P**

- Qty   input value = **1**

- Unit of Measure   input value = **ea**

- Unit Acq Cost

- Stock Status Code   input values = **1** for Store Stock, **2** for Program Stock, **3** for Stand-By-Stock, **4** for Capitalized Equipment, **5** for all other property

- Contr Prop   input value = **Y** or **blank**

- Tag No

- Reimbursement Code

- Grantee Prop   input value = **Y** or **blank**

- Contr/Grant No

- Exc/Sale   input value = **Y** or **blank**

- Unclaimed Prop   input value = **Y** or **blank**

- Date Found   input format = **MM/DD/YYYY**

- Fair Mkt

- Mat Inv   input value = **Y** or **blank**

- Shelf Life Type

- Exp Date

- Ext Date

- Haz Mat Code

- Precious Metals Code

- Print Pickup Doc   input value = **Y** or **N**

- Item Desc

- More   input value = **Y** or **blank**

- Press **<Enter>.** NPDMS displays a pop-up window (ND4110MF) message prompt that requires user response.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      03/01/01
ND4110MA / ND4110PA            NON-CONTROLLED PROPERTY ADD        12:07:41
                                  A CA                            MSXXX
                                      Cust Acct No: XXXXX
Local Ref No: _____ Turn-In Doc No: _____
 Initiators Name: _____ Initiators Org Code: _____
 ****************************************************************************
   ND4110MF

  A record has been found on the NEMS Equipment File with
  the same Model Number and Serial Number.

   ECN:          Item Name:

   Do you wish to process this case as a Controlled Property? (Y/N): _

   NOTE:   Some of the data may be changed.
 ****************************************************************************
Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Process as a Controlled Property   input value = **Y** or **N**

- Enter 'C' to Cancel   input value = **C** or **blank**

- Press **<Enter>**. If the user elects to process the entered record as controlled property, the case record is updated with the controlled property information. NPDMS generates an E01 Add Transaction and a X90 Transaction to identify NEMS Equipment data. NPDMS then displays the message *'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)'* and remains on the Add screen for entry of the next record.

- Haz Mat Ind